



ARDRA A

HR EXECUTIVE

CONTACT ME



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Devaragam, Azhicode,
Chekkakonam p.o ,Karakulam,
Thiruvananthapuram.
Pin: 695564

SKILLS

- Interpersonal skill
- Team work
- Problem solving
- Time management
- Leadership skill
- Communication
- MS Office

CERTIFICATIONS

- Microsoft Excel (Office 2019)
- New labour codes of India NPTEL- IIT Kharagpur
- Marketing Management NPTEL -IIT Kharagpur
- Young Innovators Programme(YIP) K-DISC
- Legal Aid Programme conducted by District Legal Service Authority.

CAREER OBJECTIVE

Looking for a challenging career that will provide ample opportunities to grow so that, i will be able to help in the growth of that organization and will be able to enhance my skills and capabilities.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (HR AND MARKETING)

TKM INSTITUTE OF MANAGEMENT, KOLLAM 2022 - 2024

B.COM LL.B (5 YEAR INTEGRATED COURSE)

MAR GREGORIOS COLLEGE ,TRIVANDRUM 2017 - 2022

HIGHER SECONDARY EDUCATION

GOVT V&H.S.S KARAKULAM, TRIVANDRUM 2015 - 2017

WORK EXPERIENCE

- COMMANDTECH CAD AND IT PVT LTD May 2024-Present
HR EXECUTIVE

JOB RESPONSIBILITIES

- Serve as a key point of contact for employee relations, addressing concerns, resolving conflicts, and promoting a positive work environment.
- Lead talent acquisition, including drafting job descriptions, posting openings, and interviewing candidates.
- Oversee onboarding, ensuring smooth transitions and fostering support for new hires.
- Ensure compliance with HR policies and labor regulations, developing policies for a fair and inclusive workplace.
- Organize employee engagement and development programs.
- Manage employee records, including personal data, attendance, and performance metrics.
- Provide administrative support, ensuring efficient daily HR operations.

■ ACHIEVEMENTS

- Successfully enrolled as a member of the Bar Council of Kerala
Date of enrollment: September 2022
Registration Number: K/3306/2022
- Worked as National service scheme volunteer.
- Coordinated 9th Global Management summit at TKMIM

■ LANGUAGES

ENGLISH

MALAYALAM

HINDI

TAMIL

■ INSPIRISYS SOLUTIONS LTD October 2023 - April 2024 HR INTERN

- Assisted in recruitment by screening resumes, scheduling interviews, and coordinating candidate onboarding.
- Maintained accurate employee records in the HR management system.
- Drafted HR documents, including offer letters and policy updates.
- Supported payroll by verifying attendance and managing leave requests.

■ INTERNSHIPS

- Sales Intern at Malayala Manorama Publication Ltd -2023
- Internship at Young innovators programme (YIP) conducted by K-DISC -2023
- Internship at office of the Regional Labour Commissioner, Trivandrum -2021
- Internship at Women Empowerment and Human Resource Development Centre of India (NGO), Trivandrum -2020

■ DECLARATION

I hereby declare that the details furnished above are true and correct.

Place: Thiruvananthapuram

ARDRA A

Date: 30.10.2024