

DEVIKA SASIKUMAR

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SUMMARY

Dynamic Business Management graduate with expertise in HR and administrative functions. Skilled in recruitment, employee relations, office management, and performance oversight. Eager to contribute strong organizational abilities and an energetic approach to both HR and administrative teams.

EXPERIENCE

Claims Executive, BMH Calicut – Credit Cell, Calicut	<i>Sep 2024 – Present</i>
<ul style="list-style-type: none">Manage insurance claim procedures, ensuring compliance with documentation requirements and effective communication with providers.Assist patients with claims processing, providing updates and support throughout the claim lifecycle.Maintain accurate records of claims and collaborate with the finance team for timely settlements.	
HR Executive, Sai Creation, Tirupur, Tamil Nadu	<i>Feb 2024 – Aug 2024</i>
<ul style="list-style-type: none">Managed recruitment, including job postings, resume screening, and interviews.Handled employee onboarding and orientation.Assisted with employee relations and resolved workplace issues.Maintained employee records and managed HR documentation.	
Administrative & Sales Promotion Intern, Srinivasa Poultry Farm	<i>Dec 2023 – Jan 2024</i>
<ul style="list-style-type: none">Assisted in office management, promotional activities, and client relationsManaged office operations and scheduling.Supported promotional campaigns and events.Enhanced client interactions and satisfaction.	
Marketing & Customer Relations Trainee, Food Processing Units, Kerala	<i>Oct 2023 -Dec 2023</i>
<ul style="list-style-type: none">Conducted market research and supported marketing strategies.Aided in customer relations and feedback management.	

EDUCATION

B.Sc. Poultry Production and Business Management	<i>Dec 2020 - May 2024</i>
Kerala Veterinary and Animal Sciences University	
GPA: 9.12/10	

Plus 2 Biology Science	<i>Jul 2016 -Mar 2018</i>
Govt Higher Secondary School, Moolankave	
Percentage: 90%	

PROJECT

E-commerce Data Analysis

- Analysed e-commerce data to identify trends and customer preferences.
- Created Power BI dashboards for key metrics and insights.

Global Store Data Analysis

- Analysed global retail data to evaluate store performance and customer behaviour.
- Developed reports and visualizations highlighting regional sales opportunities.

ADDITIONAL INFORMATION

Certifications & Courses: Microsoft Excel: Advanced Pivot Tables (Udemy) , Power BI Corporate training programme

Technical Skills: Microsoft Excel, Power BI, Data Analysis, HR Management, Office Administration, SQL tableau ,Communication Tools , MS office , MS word , MS powerpoint

Languages: English, Malayalam, Tamil, Hindi.

Achievements: Increased Efficiency, Enhanced Onboarding, Boosted Engagement, Streamlined Processes.