



# GOPIKA BALAKRISHNAN

## CAREER OBJECTIVE

To seek a challenging career with problem solving and technical skill where I can provide best potential and contribute to escalation of the organization, making a meaningful impact and advancing my professional journey.

## EXPERIENCE

- Currently working as HR Trainee  
Maruti Suzuki Popular Vehicles&Services, Calicut
  - End to end HR activities of 850 + employees over 11 Branches
  - Induction Process, Manpower Planning, Recruitment drive
  - New Joiners (Joining formalities), MIS reports & Manpower Analysis
  - Employee Engagement Activities
  - Statutory compliances & corrections
  - Follow up on Training & Development, Employee grievances redressal
  - Performance Appraisal
  - Ensure incentive Pay-out, Stay Interview
  - Oversee Administrative responsibilities, HRMS Updation, Payroll Management
  - Exit Formalities

## CERTIFICATION

- Certificate program in Professional Development      10 DAYS  
(Soft skills and Interview preparation)      (10 - 22 JUNE 2024)  
Edumpus Upskill

## PROJECT

- A Study on Emotional intelligence and it's impact on Training effectiveness with reference to KITEX LIMITED,Ernakulam
- A Study on the impact of Leadership style in Employee productivity at DINESH FOODS,Kannur

## DECLARATION

I hereby declare that all the information furnished in this document is free of errors to the best of my knowledge.

## Contact

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## Education

2016 - 2018

### Master of Business Administration

Centre for Management StudiesKannur University

2013-2016

### Bachelor of Business Management

Chinmaya Arts &Science College for Women

2011-2013

### Higher Secondary

Government Higher Secondary school,Chala

2011

### 10 th Standard

Mambaram Higher Secondary School

## Skills

- Leadership skill
- Analytical skill
- Pressure handling
- Quite an eye
- Organizational skill

## Technical Skills

- Knowledge in VOYON FOLKS(HRMS Software)
- Knowledge in Microsoft Office (Word,Excel,Powerpoint)
- Basic knowledge in SPSS software

## Languages

- English
- Malayalam
- Hindi

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