



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.

GOPIKA BALAKRISHNAN

Contact

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- in www.linkedin.com/in/gopika-balakrishnan

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