

Keerthana.R

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OBJECTIVE

Targeting senior level assignments in HR Management with an organization of repute as HR & Admin executive & Branch Manager for more than six years in line with good academic & communication skills.

KEY SKILLS

- Organizational Skills
- Excellent Communication – Achieved **6.5 band in IELTS** speaking
- HRM skills including Recruiting & Hiring
- Administrative Expert
- Employee Database Management
- People Management

WORK EXPERIENCE

- From September 2013 to May 2016 in RCU team of HDFC Bank (Sabari Financial Services) as **HR & Admin Executive** , Coimbatore
- From May 2016 to February 2020 in Naturals Spa & Salon as **Branch Manager** (Race Course) , Coimbatore

ACADEMIC CREDENTIALS

- 2018: **MBA (Human Resource)** - from Bharathiyar University (Distance) Coimbatore With 72%
- 2013: B.Sc (Information Technology) from Dr. SNS Rajalakshmi College of Arts & Science Coimbatore, with 70%
- 2010: HSC from Sri Krishna Matriculation School, Coimbatore, With 65%
- 2008: SSLC from Sri Krishna Matriculation School, Coimbatore, With 60%

ROLES & RESPONSIBILITIES

- Organizing, Compiling & updating all employees' records & documents
- Managing the recruitment and hiring process
- Managing new employee orientation, on-boarding and training programs
- Employees attendance maintenance
- Tracking company's all transactions (Documents in & delivery out)
- Compiling & maintaining company's legal documents

- Payroll management & planning employee beneficial schemes
- Maintaining overall operations of business
- Preparing & Attending monthly review meetings with stakeholders
- Preparing and managing SOPs for the business.
- Work with multiple technology applications and features to resolve customer contacts
- Demonstrate ownership of every client interaction to achieve successful first time resolution on all contacts
- Maintain inventory & update stock register
- Manage hassle free operation by regularly maintaining & updating resources
- Demonstrate effective, clear and professional written and oral communication and attention to detail
- Employee's queries attending & resolving it with top management approvals
- Maintain a positive and professional demeanor always portraying the company in a positive light and effectively managing sensitive issues
- Achieve multi-task successfully
- Demonstrate effective communication, composure, and professional attitude
- Embrace constant change with flexibility and good grace
- Enthusiasm and strong self-motivation
- Able to work within a cross-functional team

SOFT SKILLS

Computer Packages: Microsoft Office: Word, Excel, Power Point & Outlook. And HRMS software(Natural's)

Other Skills: Team Development

PERSONAL DOSSIER

Father's Name	:	Rajavel.S
Mother's Name	:	Vijayakumari.R
Date of Birth	:	3 rd July 1993
Nationality	:	Indian
Marital Status	:	Married
Languages	:	English, Tamil, & Telugu (To Speak)
		English, Tamil (To RWS)

Date: 9th May 2022

Place: Coimbatore

Yours' truly,

Keerthana Rajavel