

DHYANA P D

Lakshmi Nivas (H)
Kamblakkad P.O
Wayanad
Kerala,673122

Email:dhyanapd@gmail.com
Phone:7907406704

CAREER OBJECTIVE

Looking for a challenging position to obtain professional and financial heights both for the organization and the self through continuous learning process while being optimistic, hardworking and flexible.

WORK EXPERIENCE

Vamsoft Technology & Consultancy (P) Ltd,Chennai

Sep,2017 - Present

Designation: **HR Executive**

Responsibilities:

❖ **Recruitment**

- Coordinate with manager and teammates to determine the hiring requirement.
- Sourcing profiles from job portals and database.
- Screening profiles.
- Performing telephonic interviews and in-person interview with candidates.
- Scheduling and follow up with candidates.

❖ **HR Operations**

- Maintain, analyze and generate MIS report for HR Operations.
- Exit formalities and interviews.
- Leave Management and support payroll management.
- Coordinate training program for new joiners

ACADEMIC DETAILS

Qualification	Institute- University	Year	Score
M.B.A Human Resource & Operation Management	Amrita University	2015-2017	73.3%
B.E Computer Science Engineering	Visvesvaraya Technological University	2011-2015	73.3%

Class XII	W.M.O English Academy	2011	73.6%
Class X	WMO English Academy	2009	78.2%

INTERNSHIP

Trends In Vogue Pvt Ltd (Cavinkare Group), Chennai

Duration: April 2016 to June 2016

- Done a study based on 'Impact Of Psychological Capital On Employees Performance' to analyse the psychological impact on employees at 7 outlets of the company.
- Done employee registration in Employee State Insurance Corporation(ESIC)
- Updation of employee's attendance in various outlets.
- Also partaked in company's recruitment process

ACADEMIC PROJECT

- **Ayurveda life science project [Sep 2016]**

Analysing and tackling the time taken for bottling process till completion of end product at finished goods store. Also identified the need for more skilled workers.

- **Process Study at Venco Bag Company, Alappuzha [Aug 2016]**

Understanding the process involved in jute bag manufacturing and calculating the average number of jute bag produced and its wastage in the production process.

TECHNICAL EXPERIENCE

- MS Office suite
- SPSS

ACHIEVEMENTS

- Student Coordinator of 'Samagamam 2015' - Alumini Meet at Amrita School of Business.
- Attended Summer Study Program in General Management at Telecom Ecolede Management France during June-July2016.

- VIP food and reception coordinator ,Amritavarshni 2015
- Attended a workshop on Six Sigma
- Done an audit course on Enterprise Resource Planning.

PERSONAL DETAILS

- Date of Birth : 27th September,1993
- Gender : Female
- Nationality : Indian
- Languages known : English, Malayalam, Kannada, Tamil