**AMRUTHA**

[**Amrutha.150593@2freemail.com**](mailto:Amrutha.150593@2freemail.com)

**OBJECTIVE**

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organisation.

**SKILLS PROFILE**

* **MBA in Human Resources Management** with **5** years professional experience in Human Resources and Admin Department.
* Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
* Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

**CORE COMPETENCIES**

* Aggressive.
* Good leadership skills.
* Effective communication skills.
* Ability to maintain interpersonal relations.
* Exquisite organizational & management skills.
* Confident.
* Flexible in work.
* Honest.

**WORK EXPERIENCE**

1. Working as a **HR Executive** (In- Charge ) at Central Travancore Specialists Hospital Ltd, Mulakuzha, Chengannur from 04th June 2012 to 30th June 2017.

**Job Responsibilities**

**1. Recruitment**

* Short listing the resumes based on desired skills and experience.
* Advertising vacancies, screening and short listing resumes.
* Conducting telephone and Personal interviews in coordination with department heads.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

**2. Training & Development**

* Scheduling and arranging training while coordinating with external trainers and training programs.
* Identification of training needs and nominating candidates for training.
* Encouraging participation of employees in various organizational events.
* Issuing training certificates after completion of the training.

**3. HR Administration**

* Preparing Final settlements, Gratuity, leave salary and all employee benefits.
* Handling Payroll
* Compilation & processing of attendance data in attendance system.
* Processing monthly attendance musters for workers, trainees & officers.
* Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
* Designed Policies and Various HR Forms and Induction Program.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
* Keeping track of Confirmation, Appraisals, and Increments of employees.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

**4. Employee Engagement**

* Celebrations – Onam, Christmas and other company events
* Effectively managing welfare measures, management - employee get together, picnics & parties.
* Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

1. Worked as a **Office Assistant** at Newtech Automobiles , Maruti Authorised Service Center, Mundencavu , Chengannur (from 2nd February 2005 to 28th May 2012 ).

**Job Responsibilities**  
  
**Administration**

* Maintaining employee’s personal files and records.
* Tracking attendance, maintaining leave records, issue letters, etc.
* Generation of Experience Letters, Relieving Letters.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

**EDUCATIONAL CREDENTIALS**

* Master of Business Administration with HR specialization
* Master of Arts
* Bachelor of Arts
* Pre-Degree
* SSLC
* Diploma in PGDCAFC  **(Child, Adolecent, Family Counselling)**

**COMPUTER SKILLS**

* Knowledge of MS Word, Ms Power Point, Ms Excel.
* Tally ERP 9.0
* Internet

**PERSONAL DETAILS**

* Date of Birth : 29/03/1978
* Sex : Female
* Marital Status : Married
* Nationality : Indian
* Interest : Reading,Travelling and Listening to Music
* Language Known : English, Hindi, Malayalam

**DECLARATION**

I hereby declare that all the statements made here are true and correct to best of my knowledge and belief.

Date :-18/07/2017

Place:- Ras Al Khaimah