RESUME

##### AKSHA

CAREER OBJECTIVES

To secure a responsible position in a growing, technology driven organization, that will challenge my skills and utilize my abilities and to excel in the progressive environment to my best potentials.

Looking for a career as Business Development Executive, Human Resource development, Administration & Sales Coordinator.

CAREER SUMMARY

1)Two years of experience as HR executive in a leading firm in India, handling payroll and administration.

**WORK EXPERIENCE**

**1)HR OFFICER IN ANAMIKA AYURVEDIC HERITAGE RESORT(April 2013 to May 2015)**

Motivating the team members & formulating the policies on employee engagement.

Keeping good relationship with employees & weekly inspection to the premises and confirm the services are going excellent.

Reporting directly to the Managing Director of Anamika ayurvedic heritage resort.

Includes recruitment, staffing, training and development, performance monitoring and employee counseling.

EDUCATION DETAILS

**Master of Business Administration** (HR, MARKETING)

Institute Of Management In Kerala (IMK),Kundara

University of Kerala (2011-2013)

Percentage-70%

**Bachelor of Zoology** (BSc)

Fatima Mata National College,Kollam

Kerala University (2009-2011)

Percentage-65%

**Plus Two** (Science group)

Gem know model HSS,Varkala

Board of Higher Secondary (2008-2009)

Percentage-73%

**Matriculation** (SSLC)

M R.M K.MM.HSS, Varkala

Board Of Public Examinations Kerala (2006)

Percentage-75%

**PROJECT EXPERIENCE**

1. **Performance Appraisal at Sarathy motors,Pallimukku,Kollam**

Description: To understand the practical environment of the company and to get general awareness of the functioning and management of various departments in the organization

1. **Organization Study at Jaihind**

Description: To understand the application of e-business in an organization and the benefits to the business

STRENGTHS

* Keen to learn more and easily adapt to new environment.
* Confident and positive in approach
* Excellent team playing skills, excellent leadership quality maintaining,effective relationship.
* Hard Working
* Result oriented

PERSONAL DETAILS

Date of Birth : 09/07/1990

Gender : Female

Marital Status : Married

Languages Known : English,Hindi,Malayalam