**Devi Aiswarya Arun**

**CAREER OBJECTIVE**

I am an MBA in HR and a P.G. Diploma Graduate in Entrepreneur Development with about 8 years of experience in HR Administration, seeking a challenging opportunity in the field of HR and Administrative management. I believe my experience and willingness to learn would enable me to widen my skills and strive towards perfection in my duty, and to grow along with the Organization.

**PERSONAL SKILLS**

* Possess Strong administrative & excellent interpersonal skills.
* Adequate knowledge in Excel, Word and Power point.
* Seize high level of confidence, flexible, assertive, hard worker and a quick learner.
* Strong communication skills, both written and verbal.
* Enjoy working with people and possess ability to persuade with a sheer positive attitude.

**WORK EXPERIENCE**

**Organization :**

**Designation : HR – Executive**

**Duration : June 2012 – Feb 2016.**

**Key Responsibilities Held:**

**•** In charge of the recruitment processes which includes screening, selecting and interviewing candidates for vacant positions. In addition to counseling and assisting managers in candidates’ selection.

• Conduct orientation program for the newly joined employees.

• Assist in the preparation of salary statement.

• Communicating and explaining the organization's HR policies to the employees

• Provide payroll information by collecting time and attendance records of all employees.

• Submit employee data reports by assembling, preparing, and analyzing data as and when required.

• Maintain employee information by entering and updating employment and status-change data.

• Maintain employee confidence and protects operations by keeping human resource information confidential.

• Handling the full and final settlement of the employees

• Strictly maintain quality service by following organization standards.

• Maintain technical knowledge by attending educational workshops; reviewing publications.

**Organization : T.M.F Hospital, Coimbatore, India.**

**Designation : HR – Administrator**

**Duration : April 2007 – February 2011**

**Key Responsibilities Held:**

* Be the first point of contact for all HR-related queries and Conduct correspondence through mail, phone, fax etc.
* Administer HR-related documentation, such as contracts of employment - Processing Employee PF, ESI, Medi claim & other employment registration forms
* Ensure the relevant HR database is up to date, accurate and complies with legislation
* Handle the administrative work, event, & functions of the employees, including the official timings.
* Assist in the recruitment process, Liaise with recruitment agencies (if required), Set up interviews and issue relevant correspondence
* Monitoring relieving Procedures and Settlements; general administration-related work; Employee co-ordination & updating the Contract Employee details.
* Maintenance of leave & attendance records of employees and their Payroll Inputs
* Schedule and make arrangements for training sessions for the doctors, Nurses and other employee as well.
* Assist in initiating quarterly performance appraisal followed by annual review & rewarding.
* Appraisal process follow-up and co-ordinate in the preparation of increment plan and increment letters.
* Handling Employee grievances, mentoring and counseling employees.
* Involve people for various activities like National Festival celebrations, Sports & cultural activities & other Welfare activities.
* Assist in up keeping all the statutory compliances involving EPF, ESI and Factories Act.
* Tracking and conveying feedback received during exit interviews for instituting systems to improve employee morale and motivation.

**EDUCATION**

* **MBA** **Specialized in HR & Marketing** in the classification of first class, from Bharathiar University, Coimbatore.
* **P.G. Diploma in Entrepreneur Development** in the classification of first class, from Barathiar University, Coimbatore.
* **B.Sc. Costume Design and Fashion** (Batch 2004-2007) in the classification of first class with distinction, from C.S.I Bishop Appasamy College of Arts and Science, affiliated to Bharathiar University, Coimbatore.

**MAIN PROJECT PROFILE**

**“A study on dynamics of HR practices” at ITC Ltd, Bangalore**

 Organization : ITC LTD, Bangalore.

 Duration : MAY 2008-JULY 2008

Detailed study on the Organization culture was carried out; suggestion was given on documenting several significant HR policy modules in view of easy access for the employees. Assisted in preparing templates for the Admin process flow to maintain and improve the operating performance to meet the norms of International quality rating systems. A feedback analysis for an appraisal Workshop was carried out and necessary suggestions were given regarding the same.

**MINI PROJECTS**

* Study on the Retention of customers of Chandra Hyundai, Coimbatore.
* Study on the Consumer Awareness in Sakthi soya division, Sakthi group of companies, Coimbatore.
* HUL and P & G – Competitor analysis – Pricing Strategies.
* CAP Digisoft Solutions, Coimbatore – HR Employee discipline administration.

**LEADERSHIP SKILLS**

* **Coordinator** of the Sponsorship Committee (ITC Ltd. for refreshments, NCC Pvt Ltd, etc).
* **Team Leader** for COLLOQIUIM CLUB (bridging corporate & students) at BSMED.
* Active Member of CMA (Coimbatore Management Association)
* **Chairperson** of the Ala Mode Association – BACAS (2006-2007)

**SOFTWARE PROFICIENCY**

Good Knowledge in : MS OFFICE (Excel, PowerPoint, Word), Adobe Photoshop & Corel Draw

**FIELD OF INTEREST**

* **HR Administration ,Recruitment, Compensation Management, Competency Mapping**

**PERSONAL DETAILS:**

Marital Status : Married

D.O.B : 11.12.1986

Nationality : Indian

Languages Known : English, Tamil, Telugu and Malayalam.

 **Job Seeker First Name / CV No: 1801554**

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