|  |
| --- |
| **ASWIN** |

[**ASWIN.350314@2freemail.com**](mailto:ASWIN.350314@2freemail.com)

|  |  |
| --- | --- |
| **Profile** |  |

* Worked as Senior Executive (H.R & Admin.) for one year in a *Fabric Distribution*, Kerala, India
* Worked as Admin Executive (H.R, Admin, Insurance & Public Relation) for one year in a *Super Specialty Hospital*, Kerala, India
* Participated in various *HR Trainings*.
* Masters in Social Work from *Bharathiar University*, India.

|  |  |
| --- | --- |
| **Education** |  |

* **Masters** in ***Social Work*** from *Nehru Arts and Science College*, Coimbatore, Tamilnadu, India under *Bharathiar University, India on 2013*
  + Project in “A *Study on Work Life Balance and Job Involvement of Women Teachers*”
* **Bachelor** in ***Social Work*** from *Madras Christian College*, Under *University of Madras*, Tamilnadu, India on 2011

**ALMAS HOSPITAL,KOTTAKKAL, KERALA, INDIA *Aug 2014 – Aug 2015***

|  |  |
| --- | --- |
| **Professional Experience** |  |

Almas Hospital is an ISO certified (9001-2008), 380 bedded Super speciality referral hospital with all important departments with qualified and professional doctors and paramedical staff with all necessary ultra-modern equipment. Within a short span of time, Almas became a renowned name in the health care sector. This tremendous growth, within 8 years was the result of our team work of the Doctors, Management, Nursing and Paramedical and Administrative Team, under the leadership of our Chairman & Managing Director Dr.P.A.Kabeer.

Recently Almas established a Dialysis Department having 22 machines and well qualified technicians to provide dialysis services to the poor patients at free of cost in association with Integrated Medical Brother Hood (IMB) Kerala Chapter.

Admin Executive (H.R, Admin, Insurance & Public Relation) was the role played by me in the organization.

**RESPONSIBILITIES:**

* Update Organizational Structure, Job Analysis & Job Description
* Participated in community relations, hospital publications, media relations special events and support for fundraising.
* Orientation, Training and Development, Performance Management.
* Compensation and Benefits, HR Policies, Procedures and Documents.
* Employee Record Administration like HR files keeping, Employee profile keeping, Leave sanction forms etc.…
* Monitor daily attendance, Monthly and prepare Salary with adjustment of variables and earnings and forward to accounts for issue the salaries.
* Deal with the Insurance like Vehicle insurance, Fire insurance, Medical insurance and Reimbursements (Which covers under ESI and Other Private insurance signed by the organization).
* Developed a high-performance service within the function.

Image Distribution considered as one of the leading supplier offabrics products all over Kerala with 3 branches including head office in Kodungallur. They are the leading authorized uniform suppliers to schools, industries, hospitals and hotels.The revenues of company are to be nearly 2crore per year. Currently there are 50 employees in Kodungallur branch. SeniorExecutive (H.R & Admin.) was the role played by me in the organization.

**RESPONSIBILITIES:**

* Manage day to day administrative work.
* Participate to prepare HR policy, Compensation and benefits, Procedures & Documents
* Execute all activities such as Orientation, Training and Development, Performance Management.
* Maintain the documents in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Build sustainable and trusting relationships with customers through well harmonized efforts.
* Developed a high-performance service with in the function.

|  |  |
| --- | --- |
| **Activities and Presentations** |  |

* Attended 1month internship program on Youth Development and Leadership in R.G.N.Y.D Chennai,

Tamilnadu.

* Participated 6 days’ community organization training with Ashrayam Rural Development Society, Palakkad.
* Participated 3days National Workshop on Participatory Rural Appraisal practices and Micro Planning Process. Conducted by Ashrayam Rural Development Society and Wild Life Department, Nenmara, Palakkad.
* Attained 6months life skills training along with my M.S.W course.
* Attended 2 seminars on counseling and research methodology held at Bishop Appasamy College and GRD College, Coimbatore.

|  |  |
| --- | --- |
| **Training & Certification** |  |

* One-month experience as HR trainee in Madras Medical Mission hospital Chennai.
* 15 days HR training at The Residency, Coimbatore (a 4star hotel).
* 20 days HR training at ITI Limited, Palakkad
* 17 days working experience in an NGO called Don Bosco AnbuIllam Social Service Society (Centre for Street and Working Children), Ukkadam, Coimbatore.

**IMAGE FABRICS DISTRIBUTION, KODUNGALLUR, KERALA, INDIA*Sep 2015 – Dec 2016***

|  |  |
| --- | --- |
| **Technical Skills / Core competencies** |  |

**Operating Systems** : **Windows 7, 8, 10**

**Office Package : Microsoft Office 2013-Word, Excel, PP, Outlook, Project.**

* Comprehensive knowledge of Microsoft applications, including Word, Outlook, Explorer, Acrobat and Photoshop.
* Experience of the following industries: advertising, health care, educational services and public sector.
* Familiar with the media and communications industry and how it works.
* Developing a strategy for regional PR activity and events.
* Excellent oral and written communication skills.
* Able to multitask and work on a variety of projects simultaneously.
* Employing creative approaches to engaging with new and existing audiences.

|  |  |
| --- | --- |
| **key skills** |  |

* Ability to maintain close professional relationships with clients.
* Assessment, reviewing and report writing skills.
* Team work, experience of liaising with other healthcare professionals like psychologists, youth workers and the police.
* Counseling and support skills.
* Having a proactive approach.
* Creative approach to projects.
* Excellent social skills and willing to socialize with potential clients
* Willingness to learn.
* Problem solving skills.
* An outgoing personality.
* Marketing Skills
* Editing skills
* Administration Skills
* Well organized