**ARSHA**

**ARSHA.364123@2freemail.com**

**Profile:**

I am a graduate in B.Sc physics and have completed MBA with specialization in Human Resource Management and Marketing Management. I am interested in learning new skills and technologies.

**Career Objective:**

I would like to build my career in a good working environment where I would be able to significantly contribute my best.

**Work Experience:**

1. Worked as a HR Executive at **Bismi Hypermart Pvt Ltd**, Alappuzha, Kerala, India from 28-03-2016 to 03-04-2017.

**Key Responsibilities Handled:**

* Assist the HR manager in planning of Organizational recruitment.
* Resourcing, screening and short listing resumes through internal reference, head hunting.
* Take the interview of the employees.
* Make the joining documents of employees.
* Convey the Policies and rules to the employees.
* Maintaining employee’s personal files and communicating HR policies.
* Tracking attendance, maintaining leave records etc.
* Resolve PF and ESI related issues
* Identification of training needs and nominating candidates for training.
* Developing employee engagement programs like R & R, Birthday celebration, and managing welfare measures, Family get together etc.
1. 2 years of experience as a Trainer under **Synergians**.

**Educational Qualifications:**

* Masters in Business administration with dual specialization in Human Resource Management and Marketing Management from IMT Punnapra, Kerala, India
* Bachelors of Physics from SD College, Alappuzha, Kerala, India
* Schooling from KKKPMGHSS Ambalapuzha, Kerala, India

**Projects:**

1. A study on “Optical Absorption of K2Cr2O7” as part of completion of B.Sc Physics graduation under Kerala University.
2. An Organization study in Aditya Birla Retails.
3. A study on “ Working environment of employees at textiles in Alappuzha”
4. A study on “Employee Engagement at Bismi Hypermart Pvt. Ltd

**Participated Programs:**

1. Participated as a Management trainee in association with the “Golden Store Launch” of “more”, Aditya Birla.
2. Participated in Best Woman Research Award programme conducted by synergians.
3. Participated in National HR Conclave conducted in TKM Institute of management and technology.
4. Participated in several management fests conducted by various colleges.
5. Participated in several personality development programs conducted in my colleges.

**Achievements**

1. Acted as a co-coordinator in conducting management fest “VIDARAN 2K14” at IMT, Punnapra.
2. Worked as a trainer under Synergians for their “Kids MBA” programme.
3. Several programs conducted by Social club of Institute of Management and Technology, Punnapra.
4. Worked as member of Rotract club as a youth wing of Rotary Club Alappuzha.

**Personal Information:**

 Date of Birth **:** 27-05-1993

 Gender **:** Female

 Marital status **:** Married

 Languages Known **:** Malayalam, English, and Hindi

 Personal Strength **:** Team player, Optimistic, punctual.

 Hobbies & Interest **:** Travelling, Take caring of pets and cooking.

**Declaration:**

 I hereby declare that the above mentioned information’s are correct up to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.