**Sajitha**

[**Sajitha.365912@2freemail.com**](mailto:Sajitha.365912@2freemail.com)

Seeking a position as an HR Executive /Administration where I can use my background in Excellent Employee Relation, exceptional communication skills and deep commitment and challenging work environment to deliver excellent performance levels in your prestigious organization. I look to grow in a robust environment to further my career that will provide benefits and compensation proportionate to my abilities.

**Profile:**

* An accomplished professional experience with 1 years in , human resource co-ordination, general administration, operation, branch administration Front office management, and Customer relational services in western India plywoods Ltd kannur,kerala India
* Pursuing Masters in business administration
* Hold a bachelor degree in business administration
* Proficient in handling computer applications like MS Office, MS Excel, Emails and Internet
* Proficiency in both oral and written communication skills
* Customer relational skills with good telephonic etiquettes and flexible, proactive service
* Possess excellent organizing skills with time management
* Good program plan; quality administration; management of communications; HR co-ordination; cost management
* Result oriented team player

**PROFESSIONAL EXPERIENCE**

**Organization :** The Western India Plywoods Ltd.

**Location :** Kerala, India

**Company profile** : A largest Wood based industry in South East Asia, is a leading manufacturer of plywood, timber etc.

**Duration :** August 2011 to August2012

**Designation :** Admin/HR Executive

**Roles and Responsibilities:**

**Admin/HR Executive**

**Job Profile:**

* Reported all HR & Administrative activities to the HR Manager.
* Looked after recruitment requirements like advertising vacancies; short listing CVs; conduct preliminary interviews; prepare offer letter & termination letters etc.
* Analyze resumes of candidates, scanning them for interviews and placing them accordingly.
* Answering the phone calls made, and redirecting them to the concerned people effectively
* Guided and handled HR functions like assisting in corrective action; responsible for arrangement, resolving disputes.
* Experienced in managing confidential data.
* Typing reports, memos and other correspondence accept and distribute messages and mails to proper departments and Employees
* Explained the HR procedures to the employees and ensured that they are adhered to.
* Assist the manager to attain the sales target, recruiting required personnel, Preparing reports regards day to day clients meeting
* Computation of annual Leave records.
* Assisted the HR Manager in formulating Standard Operating procedures for smooth operation and coordination between different departments.
* Management of the Front Desk
* Giving counseling’s to employees those who are in under pressure and retaining them on their current job.
* Preparing performance appraisal for employees
* Verification of monthly payroll totals.
* Organize meetings and trainings for Employees for effective performance.
* Delegate responsibilities to Employees to meet Company’s expectations.
* Preparing Job Description for employees.
* Ensure safety & hygiene at work premises.
* Guided and handled HR functions like assisting in corrective action; responsible for arrangement, resolving disputes.
* Handling all leave applications (Earned leave, sick leave maternity leave etc.).
* Maintaining the records of entry and exit details
* Assisted the HR Manager in the area of project work handling.

**OUR COLLEGE OF ADVANCED STUDEIS, Kannur,** Kerala (Aug.2011-March2012-Holiday batch for MBA students)

Worked as a **Human Resource Lecturer**.

**Organization :** Comway Centre LLC.

**Location :** United Arab Emirates

**Company profile**

Comway Centre LLC, a bunch of organization from the different part of GLOBE, Including Organizations from U.A.E, Hong Kong, France & London in the name of Comway Centre LLC. We are a stocking distributor of wireless phones, smart-phones and PDA's, laptops, computers.etc. Our company is a supplier to Dubai - UAE market, European market especially to Germany and African countries viz. Nigeria, Cameroon, Ghana, Abidjan (Ivory Coast), etc.

**Duration :** January 2013 to October 2013

**Designation :** Admin/HR Executive

**Roles and Responsibilities:**

**Admin/HR Executive**

* Maintaining personnel records, distributing cheques.
* Pays employees by calculating pay
* Using word processing software and printers to create a variety of documents and reports.
* Reviewing, auditing, and verifying monthly benefit invoices.
* Maintaining employee files and the HR filing system
* Building productive, collaborative relationships with employees, and HR business partners.
* Reviewing resumes and applications sent in by job applicants.
* Advising employees and helping them make informed decisions about their careers.
* Examining employee records to answer inquiries and provide information to authorized persons.
* Responding to applicants regarding job openings.
* Writing reports, business correspondence, and procedure manuals.
* Maintaining confidentiality regarding Human Resources related issues.

**ADDITIONAL QUALIFICATION**

MS Office (Word, Excel)

**EDUCATION**

Maharaja Engineering College, Tamilnadu, India. Year - 2011

**Master of Business** **Administration (MBA) (Human Resource/Finance)**

Kannur University Year - 2009

**Bachelor of Business Administration** **(BBA)**

Higher Secondary Board of India Year - 2006

**PLUS TWO**

**LANGUAGE**

Fluent in English, Malayalam, (written & spoken) Tamil (spoken)

**PERSONAL INFORMATION**

Date of Birth : **14.05.1988**

Nationality : **Indian**

Marital Status : **Married**

Issuing place : **Kozhikode**

Visa Status : **Husband Visa**