**CURRICULUM VITAE**



***SWATHI***

[***SWATHI.367234@2freemail.com***](mailto:SWATHI.367234@2freemail.com)

**OBJECTIVE**

**To strive in the midst of change, passion for excellence and be the core HR department of an organization. I believe in “*you can do what you want if you don’t think you can’t and success kisses the feet of those who dare and act* and I am one among them”.**

**ACADEMIC QUALIFICATION**

* Masters in Sociology from Indira Gandhi National Open University, awaiting results.
* Appeared for the Indian Administrative service (IAS) from alternative learning system a center of administrative studies.
* Bachelors in Economics from Sree Narayana College Varkala with a band score of 85% in the year 2014.
* Completed higher secondary studies in computer science from Government higher secondary school, Varkala – under the Kerala State Government programme with 80% band score in the year 2011.
* Passed secondary studies from Sivagiri Sree Narayana Senior Secondary School , Varkala– under the central board of secondary education with 85% marks in march2009

**PROFESSIONAL QUALIFICATION**

* Completed six months course in Functional Management as an optional during graduation from S N College.
* Diploma in Human Resource and General Management from Ideal Management consultants Pvt Ltd.
* H.E.C.A certificate in Human Resource Management [HRM].
* H.E.C.A certificate in Corporate Culture, Behavior skills and Entrepreneurship.
* Certification in Web Designing & Microsoft Windows–obtained A+ from Micron Computer Education Pvt.Ltd., Varkala.

**SKILLS LEARNT**

* IT fundamentals
* MS–DOS
* Operation of Windows–10
* Internet Concepts
* MS office 2013, HTML.

**PROFESSIONAL EXPERIENCE**

* Worked as a Consultant for H.E.C.A HR CONSULTANTS 2016-2017
* Worked as a Human Resource Manager in H2O Distributors, Cochin 2015-2016
* Worked as an HR Assistant Manager in H2O Distributors, Cochin 2015
* Human Resource Management projects undertaken at Oceanus construction, Trivandrum 2015
* Human Resource Management projects undertaken at American Tower Corporation, Cochin 2015
* Human Resource Management and Administrational projects undertaken at American Tower Corporation, Delhi 2015
* General Management projects undertaken across various administrative offices allover Kerala 2014-15
* General Management projects undertaken at various retail outlets allover Kerala and Delhi 2014-15
* Functional Management projects undertaken across various production units allover Kerala 2011-14

**HOBBIES**

* Travelling and Fabric printing

**EXTRA CURRICULAR ACTIVITIES**

* The study of human behavior and safety measurements in labor based industries-areas concentrated [construction, cashew industries]
* The study of relation between efficiency and work atmosphere among corporate officials
* Social work.
* Vice chairman of students union during graduation (As a team leader).

**PERSONALITY QUALITIES**

* Good written and verbal communication skills.
* Good analytical skills.
* Leadership and team player skill and ability to work under pressure.

**LANGUAGES KNOWN TO SPEAK, WRITE AND READ**

* English, Hindi,Malayalam, Tamil, French (Basic)

**STRENGTH AND WEAKNESS.**

I am an ambitious, positive thinking, highly motivated, diligent, innovative, enthusiastic, loyal, creative, confident, courageous, optimistic and disciplined personality. I am a team player, who with a high degree of all my strengths can accomplish the desired goals. I possess excellent communication and presentation skills.

I trust everyone who is supportive in all manners & short tempered.

**PERSONAL DETAILS**

Date of Birth : 14-02-1993

Nationality : Indian

Visa Status : Visit Visa