# Professional EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization 1** | EY GDN India ltd (Trivandrum) | **Duration** |  (2015- 13-th Dec -2016 22nd March) |
| **Designation** | Associate | **Key Role** | Ask hr |
| Responsibilities and Achievements:* Handling EY middle east employees queries
* Helped them in assisting benefits like maternity and processing salary certificates, clearance forms etc
* Handled individual employee HR profile tool
* Handling employee reallocation processes
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization 2** | The Andhyodaya (NGO) (kochi) | **Duration** | (2015 Jan 4th – 2015 9th Dec 2015) |
| **Designation** | Hr Executive cum Project Coordinator | **Key Role** | Project approvals and Employee profile Management |
| Responsibilities and Achievements:* Helping the firm in resolving employee issues.
* Helping in touch with the govt departments in initiating new NGO activities (solar power implants, waste disposal etc)
* Accurate project survey
* Managing meeting with clients
* Initiating Employee grievance cell formation
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization 3** | HGSI (Bangalore) | **Duration** | (2013 May 6th- 2013 Aug 28th) |
| **Designation** | Executive – Benefits Administration | **Key Role** | Assisting HGS, US. |
| Responsibilities and Achievements:* Handling Employment circulations of sister concern Hanna global solutions ,US
* Managing the terminations file
* Helping employees processing their benefits calculations
* Handling employee queries in mail
* Guiding employees for allowances and perks.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization 4** | Popsons Fertilizers pvt. ltd (Kottayam) | **Duration** | (2008 April 21st - 2009 May 7th) |
| **Designation** |  Sales supervisor | **Key Role** |  Daily sales records |
| Responsibilities and Achievements:* Checking the daily records of the firm
* Sorting the mismatches and corrections in the records
* Handling invoices
* Weekly sales database updates
 |

# ACADEMIC PROFILE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute / School** | **Board** | **Year** | **Results** |
| PGDBA | Symbiosis Center for Distance Learning, Pune | Symbiosis centre for distance learning | 2017 | Yet to know |
| B.B.M | Christ University, Bangalore | Christ University | 2013 | 60% |
| HSC | Cherupushpam H.S.S | Kerala Higher Secondary Examination Board | 2008 | 83% |
| SSLC | Rajagiri H.S.S, Kalamassery | General Education Department  | 2005 | 60% |

# AChievements

# -

* Created a huge impression on employees abroad by being in time to help them in getting their benefits(EY)
* Took initiative in getting new solar implementation projects for the firm (Andhyodaya)
* Created a database of all employees for easy access of employee details. (HGSI)
* Acquired 5 new clients for the firm generating an increase in total annual revenue.(Popsons fertilizers pvt ltd

**Activities**

**Positions of Responsibility**

* Took leadership in Marathon to prevent Abortions and Female infanticide.
* Helped the firm to identify the huge gap in turnover due to an unidentified sales factor(Popsons fertilizers ltd)
* Volunteered as person in charge for needs for the national athletic meet of the less privileged children (EY).

**Skills**

* Proficiency in Ms Word, Ms PowerPoint and Ms Excel
* Comprehending skills
* Good networking skills
* Good communication skills
* A good negotiator& listener
* Conflict resolution
* Relationship building.

**Interests**

* A traveller, Foodie
* Love Theatre
* Music
* Articles on Human Psychology.