AREAS OF EXPERTISE

*Administrative skills*

*Organizational skills*

*Pay administration*

*Performance management*

*Absence management*

PROFESSIONAL

*Master of Business Administration*

*Master of human resource Management*

PERSONAL SKILLS

*Time management*

*Planning*

*Decision making*

*Good team player*

*Communicating*

PERSONAL DETAILS

REJITHA

*E:* [*rejitha.373719@2freemail.com*](mailto:rejitha.373719@2freemail.com)

*DOB: 24/07/1989*

*Driving license: Yes*

*Nationality: Indian*

*Visa status :visiting Visa*

*Marital Status: Married*

Rejitha P R

PERSONAL SUMMARY

A multi-skilled professional with good all-round HR advisory skills. Experienced in providing timely and up to date HR advice to both managers and employees whilst at the same time making sure both the employee and employers interests are best represented. Extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues.

Now seeking a suitable human resources officer position with a ambitious company.

WORK EXPERIENCE

HR assistant - August 2015 to September 2017

(Semitrons Innovations Pvt .Ltd.)

***Duties****:*

* Developing & improving existing HR procedures and processes.
* Making sure that any promotions, transfers and pay rises take effect as planned.
* Responsible for performing [HR file audits](http://thethrivingsmallbusiness.com/human-resource-file-audits-why-they-are-important/) to ensure that all required documents are collected and are maintained in employee files.
* Clerical support
* making sure all worked hours are accounted for and any [vacation or sick time](http://thethrivingsmallbusiness.com/free-employee-vacation-request-form/) are tracked and put into the payroll system.



KEY SKILLS AND COMPETENCIES

* Knowledge of promotional issues, salary reviews, examination awards etc.
* Excellent telephone manner and high standard of communication skills.
* Can ensure a company has the right balance of staff in terms of skills & experience.
* Experience of employee salary reviews.
* Able to analyses and interpret complex information.
* Able to deal with highly confidential matters professionally & discreetly.



ACADEMIC QUALIFICATIONS

MBA (Airline & Airport Management)

***Bharathiyar University 2011- 2013***

MHRM (Human Resource Management)

|  |  |
| --- | --- |
| ***Kerala University*** | ***2014- 2016*** |

MA (Economics)-Distance Education

|  |  |
| --- | --- |
| ***Kamraj University*** | ***2014- 2016*** |