**LAKSHMI**

[**lakshmi.382197@2freemail.com**](mailto:lakshmi.382197@2freemail.com)

HR and administrative generalist with 3+ year experience. Aiming to use my dynamic communication and organization skills to achieve your organisation’s initiatives.

|  |  |  |
| --- | --- | --- |
| HR Policy Execution | Payroll Management | Employee Relations/Welfare |
| Performance Management | Events coordination | Organisational Developments |
| Meeting minutes | General Administration | Letter drafting |

**PROFFESIONAL EXPERIENCE**

**GLOBAL TECHNOLOGIES LTD**

**HR GENERALIST** KOCHI, INDIA

NOV 2016 –JAN 2018

Two year experience

* Observed payroll activities for 200+ employees according to policy and federal and state law
* Coordinate interview logistics such as interview time, interview details, directions
* Aid in recruiting when necessary
* Skilful in implementing HR systems and policies.

**IDBI BANK** KOCHI,INDIA

APRIL 2015 – OCT 2016

Joined as an intern from college as a part of summer internship.

* Obtain and compile copies of loan applicant’s credit histories, co-operate financial statements and other financial information.
* Market bank products to individuals and firms, promoting bank services that may meet customer’s need.
* Ensured fees match, conducted daily troubleshooting when necessary, as well as account data reconciliation.

**LATHA PRINTERS** KOTTAYAM,INDIA

MAY 2012- JUNE 2013

* Examined printed copies for correct ink density, position on paper and registration.
* Operated acuity verification and automated registration system.

Reviewed and edited correspondence prior to release and submission for signature

**EDUCATION**

**2013-2015**

**Master of Business Administration**: Amity University, Noida **81.2%**

**2009-2012**

**Bachelor of Science- Biotechnology,** Amrita University － Amritapuri, Kollam, Kerala **79.5%**

**TECHNICAL EXPERTISE**

**Office Equipment**: Fax machines, photocopiers, video conferencing, PABX systems, and general office equipment

**Computer**: Spreadsheets, word processing, database management

**MS Office**: Word, Excel, and PowerPoint

**EXTRA CURRICULAR**

* Participated in various social activities conducted by TELELIFE, THE TIMES OF INDIA campaign.
* Served as Chief editor in school editorial board for 3 consecutive years
* Winner in several college events at annual literary and cultural competitions
* Coordinated national level technical fest VIDYUT
* Been an active member of a number of NGOs such as Janaseva Shishubhavan, MAD BUTTERFLIES working for the betterment of society

**PERSONAL PROFILE:**

Date of Birth : 04-10-91

Sex : FEMALE

Marital Status : MARRIED

Visa Status : SPOUSE’S VISA

Languages Known : English, Hindi, Malayalam, Tamil and Arabic