**ASWATHI**

[**Aswathi-392209@2freemail.com**](mailto:Aswathi-392209@2freemail.com)

FOR THE POST OF HR ADMIN / SECRETERAIL WORKS

# CAREER OBJECTIVE

Seeking an opportunity which will enhance my ability to make effective decisions leading to efficiency, growth and profitability of society and become a valuable part of an organization where I’ll possibly get pleasing prospect to utilize my creative, analytical and interpersonal skills to contribute to the success of my organization.

# PERSONAL INFORMATION

* Name: Aswathi
* Date of birth: 30/05/1995
* Visa Status: Visit Visa
* Gender: Female
* Marital status: Married
* Nationality: Indian

# ACADEMIC QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the course** | **Board / University** | **Institution** | **Year of passing** |
| MBA  Elective : Human Recourse and International Business | University of Calicut | MES College of Engineering, Kuttippuram, Kerala, India | 2017 |
| BBA  Elective : Finance | University of Calicut | Ansar Women’s College, Perumpilavu, Kerala, India | 2015 |
| HSC | Kerala State | NMHSS, Thirunnavaya | 2012 |
| SSLC | Kerala State | GHSS, Kuttippuram | 2010 |

1

# TECHNICAL SKILLS

* MS Office
* Desk Top Publishing (DTP)
* Computerized Accounting (Tally, ERP, Peach Tree)
* SAP

# INTERPERSONAL SKILLS

* Self-Motivated.
* Problem solving and Decision making Skills.
* Faster and Quicker Adaptability.
* Verbal communication, Organization, Manager Relationships.
* Ability to work in a Team Environment.
* Ability to work as a Team Leader as well.
* Computer Literature with working knowledge.

# ACADEMIC PROJECTS

* Major project title: A Study on role of employee engagement in improving job satisfaction of employees with special reference to Edappal Hospitals Private Ltd, Edappal, Kerala, India.
  + Company: Edappal Hospitals Private Ltd, Edappal, Kerala, India.
  + Duration: 45 Days
* Minor project title: A Study on working capital management and policy on loans and advances of KSCB
  + Company: Kuttippuram Service Co-operative Bank, Ltd.
  + Duration: 22 Days

# PROFESSIONAL EXPERIENCE

**Human Resource Assistant - From 02/10/2017 to 31/12/2018** Worked with Ayurgreen Ayurveda Hospitals, Edappal, Kerala, India. Health care and hospitality specialties in its kinds

# LANGUAGES

Fluent in English, Malayalam, and Hindi (speaking, writing, and listening.)

# WORKS EXPERIENCES

* Supporting the HR manager, for his administrative works.
* Preparing time sheet, attendance card, salaries of employees.
* Scheduling the ID renewal, leave, vacation, promotion, and training of the employees.
* Observing the employees skill, aptitude periodically and reporting to the management, advising the necessary action to develop and exploit it at the optimum level, for mutual benefits.
* Support and maintain the Govt. related files, rules and regulations on time, and properly.
* Preparing enquiries, finding competitive suppliers, quotes, purchase orders, follow up, delivery of various items.
* Support the sales and marketing department for preparing their Sales target, meetings, marketing strategies, product launching, etc.
* Preparing quotes, sales invoices, follow up for payments, identifying the clients group, coordinate with suppliers.
* Preparing enquiries to suppliers, collecting more competitive quotes, preparing invoices, getting credit facilities, etc
* Supporting the Accounts department by preparing vouchers, petty cash, bank book, journal, trail balance etc.
* Maintain the cash flow of the company, with debtors and creditors outstanding.
* Supporting the Management to run the company profitably and keeping reputed, in its kinds.

# WORK KNOWS

* Highly enthusiastic and experience of implementing Admin Skills.
* Work on management agenda by Scheduling appointment conferences, meeting.
* Management Reception screening phone call, greeting clients, visitors and vendors
* Work at information management by the writing office managements, email business correspondence reports, drafts responding to request for information data.
* Maintain electronic hard copies filing system preparing and made and may assist with record keeping for staff including expenses reports and petty cash.
* Experience of providing management supports to working site facilities.
* Potential of preventing workplace management hazards by following routine inspections.
* Expertise in providing trainings, updating documenting policies and investigate unsafe conditions.
* Work on time management
* Aspect to keep inventory of office supplies, materials and stationary requirement partysupplies and subsequently.
* Work presentation management by the note taker, report maker brilliant creative, well organized, meeting presentation complier.
* Assist facilities with all safety, health regulation and follow company’s guideline.

# RESPONSIBILITIES

* Highly enthusiastic and experience of implementing Admin Skills.
* Work on management agenda by Scheduling appointment conferences, meeting.
* Preparing and distribution papers and documents for meetings.
* Taking minutes and dealing with post.
* Drafting letters and other documents, such as power presentations.
* File and update contact information of employees’ customer, suppliers and external partners.
* Supporting HR manager for Recruiting, training and supervising junior staff.
* Implementing new procedures, policies and administrative system.
* Open, read, routine and distribute incoming mail and other material, and prepare and answers to routine letters.
* Set up and maintain paper and electronic filing system for records, correspondence, and other material.