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|  | Sreevidhya |

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|  | [Sreevidhya.332416@2freemail.com](mailto:Sreevidhya.332416@2freemail.com) |

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| **STATEMENT OF PURPOSE** |

Experienced HR professional currently looking to resume professional career after dedicating the last four years to raise my family.After refreshing my skills, now fully committed to continue the career on a full-time basis with an organization that offers ample opportunity for career advancement utilizing my expertise in area of administration & engineering.

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| **PROFILE SUMMARY** |

* HR executive with proven expertise in recruiting and hiring,training & development having 2.5 year hand on experience in IT sector
* Experience in handling modern HR systems, maintaining harmonious relations among employees
* Proficiency in handling recruitment process including sourcing, screening and short-listing the candidates
* Adept at handling day-to-day administrative activities in coordination with internal/external departments

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| **PERSONAL ASSETS** |

* Innovative thinker and excellent leadership qualities
* Hardworking**,** Optimistic,disciplined, sincere and trustworthy
* Straight forward & dedicated
* Quick Learner with an eye for Details

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| **PROFESSIONAL EXPERIENCE** |

**Career break taken to raise family (2013 jan -present)**

**eGlueweb, Cochin**

**HR Executive** *(March 2011 – Dec 2012)*

* To handle the day to day recruitment cycle and the reports
* Responsible for taking the interviews
* Job posting on job portals and short listing the profile as per requirement.
* Basic Payroll Processing, maintaining & updating HR Database of the firm
* Develops Periodical Performance Assessment Reports
* Responsible for joining and exit formalities
* Taking care of induction

**School Of Technology & Applied Sciences, Kottayam**

**Faculty** *(Nov 2009 – Feb 2010)*

Conducting classes on

* Basic Electronics & Digital Electronics
* Basic Engineering Mathematics
* Computer Networks & Wireless Communication

**KSEB ,66/11 kV substation, Kuravilangadu ,Kottayam**

**Operator** *( March 2008 – Nov 2008)*

* Maintaining normal operation of substation
* Operation & maintenance of 66/11 kV, 10 MVA transformer
* Operation & maintenance of EHT equipments ie CT,PT,CB, Isolator
* Planning and attending Yearly maintenance of substation

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| **ACADEMIC CREDENTIALS** |

* MBA in HRM from MG University with **65.5%** aggregate (2008-10)
* B.Tech in Electrical & Electronics from RIT, Kottayam with **71%** aggregate (2003-07)
* Plus two in Computer Science from St.Annes GHSS, Kottayam with **80%** marks (2000- 02)
* SSLC from Depaul EMHS, Kuravilangad with **89%** marks(March 2000)

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| **COMPUTER SKILLS** |

C,C++,MS Office

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| **ACHIEVEMENTS** |

* National Talent Scholarship at High School
* Bright Student Award from Sainik Welfare Board
* Special prizes for Shankar’s All Kerala Painting competition
* Volunteer of Shankar’s All Kerala Painting competition
* Participated & won prizes in essay writing competition

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| **PERSONAL DOSSIER** |

Date of birth : 17-07-1984  
  
Gender : Female  
  
Marital status : Married  
  
Nationality : Indian

Languages : English, Hindi, Malayalam