**Pratheeksha** 

[Pratheeksha.369628@2freemail.com](mailto:Pratheeksha.369628@2freemail.com)

Nationality: Indian, DOB: 05/07/1990

***HR ASSISTANT***

|  |
| --- |
| Career Objectives |

An HR Administrative Assistant performs clerical duties in the HR department in order to keep it running smoothly. These duties generally include such things as preparing documentation, maintaining records, answering phone calls, and gathering information for new employees

|  |
| --- |
| Area Of Expertise |

* HR Administration
* Organizational skills

Problem solving

* Document Management
* Answering queries
* Absence Management
* Calendar Management

|  |
| --- |
| HR Administrative Skills |

* Promotes equality, inclusion and ant discriminatory practice.
* Arranging leave documentation for departing members of staff.
* Superb Excel and Microsoft Office skills.
* Maintaining employee information.
* Very careful when handling private and confidential employee information.
* Upholding outstanding levels of administrative and operational standards.
* Carrying out research into job roles and then writing up conclusions.
* Using a high degree of tact and discretion when dealing face to face with employees.
* Liaising & negotiating with recruitment agencies.
* Able to work quickly & competently on tasks.

|  |
| --- |
| PROFESSIONAL EXPERIENCE |

**HR Assistant**, Visaha Global, Kerala, India 05/06/2012 to 04/04/2014.

* Setting up and maintaining personnel files.
* Arranging security passes & work desks etc for new staff.
* Giving guidance & support to managers on HR issues.
* Replying to any correspondence and emails.
* Arranging training for new and established employees.
* Accurately updating the HR employee database.
* Ordering stationary and supplies for the HR department.
* Liaising with the payroll department on issues.
* Administering the sickness absence process for the company.
* Answering telephone calls and dealing with enquiries.
* Arranging induction for new employees.
* Chasing up any unfilled employee paperwork & forms.
* Monitoring the sickness and holiday leave of staff.

|  |
| --- |
| EDUCATIONAL QUALIFICATIONS |

* M.B.A (Human Resource Management) from Sikkim ManipalUniversity.
* B-Tech (Information Technology) from Mahatma Gandhi University with Aggregate 65%.
* Class 12th Passed from Kerala State Board with Aggregate 70%.
* Class 10th Passed from Kerala State Board in with Aggregate 70%

|  |
| --- |
| PERSONAL INFORMATION |

Visa Status : Visit Visa

Languages Known : English,Tamil,Arabic (beginner) and Hindi (beginner)