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Name: **NAVYA**

Email: [**navya-395601@gulfjobseeker.com**](mailto:navya-395601@gulfjobseeker.com)

**PROFESSIONAL OBJECTIVE**

Looking to join a progressive organization that has the need for an innovative, focused, well experienced & hard working professional with leadership qualities, and offers opportunities for advancement

**AREAS OF EXPERTISE**

* Human Resource Development
* Personnel Recruitment and Selection
* Benefits Analysis and Management
* Excellent Skills in Oral and Written Presentations
* Maintaining accounts works
* Customer relation

## KEY SKILLS AND ATTRIBUTES

* Able to clearly define problems, diagnose causes and develop sound and practical solutions
* Excellent interpersonal skills, including work distribution/allocation and time management
* Well versed in all Windows XP applications

**ACADEMIC QUALIFICATIONS**

**Masters in Business Administration (Marketing & human resource)** from INSTITUTE OF CO-OPERATIVE MANAGEMNET,KANNUR (2009-2011)

**Bachelors OF BUSINESS ADMINISTRATION,FAROOK COLLEGE,CALICUT**(2006-2009)

**PROFESSIONAL WORK HISTORY**

**From NOVEMBER2011 – OCTOBER 2013**

**HR TRAINEE**

**JOB RESPONSIBILITIES**

* Responsible for the layout of entire workforce plan for the company
* Assist in developing the recruitment action plan and process work flow
* Review of the CV’s and checking whether it’s consistent with the job description. This also includes constant follow up and support to the hiring managers.
* Review employment applications and evaluate the work history, education, training, job skills, compensation needs, and other qualifications and requirements of applicants**.**
* Set up the new induction pack for the new recruits and conduct new hire orientation
* Send out the notification of New Recruits
* Prepare the Personal Action Form for the New Employee
* Processing the ID cards for the new employees

**From 2014 March – 2015 april**

**HR EXECUTIVE**

**JOB RESPONSIBILITIES**

* Supported employees by reviewing job performance at regularly scheduled intervals, recognizing their achievements, and participating in the preparation of their future developmental plans
* Administered personnel records which included attendance details and overtime, leaves of absence and vacations, salary increases and benefits.
* Produced monthly reports to keep senior management abreast of departmental activities.
* Coordinated departmental orientations and on-the-job training programs for new employees
* Scheduled interviews for job candidates & Coordinated staff contract amendments
* Conducted new staff induction programme and collected, analyzed and interpreted , statistical data .
* Providing training for customer relation executives.

**FEBRUARY 2016 –APRIL 2016**

**TP TILES KALPETTA –ACCOUNTANT**

* Cash dealings
* Day to day accounts
* Reconciling and preparing of final accounts
* Preparing of bills
* Processing and maintaining a payroll

**MAY 2016 –MAY 2017**

**VICTORY SOAPS AND COSMETICS Pvt.Ltd-HR MANAGER**

* **Employee relation**
* **Recruitment**
* **Compensation and benefits**
* Handling employee concern

**May 2019 present**

**HR MANAGER**

* Employee realtion
* Salary,PF,ESI
* Increasing to the fullest the employees job satisfaction
* Providing the organization with well trained and well motivated employee
* Communication

**PERSONAL PROFILE**

Date of Birth : 17 October 1988

Marital Status : Married

Nationality : Indian

Languages Known : English, Malayalam