



VYSAKH

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in Vysakharavind

Objectives

To obtain a Management position with a dynamic corporation where I can use my energy and skills to develop, motivate, lead and encourage employee productivity.

Education

- ❖ MBA
HUMAN RESOURCE MANAGEMENT
BIMT CALICUT COLLEGE
2019
- ❖ B.COM
FINANCE
BLOSSOM ARTS AND SCIENCE COLLEGE
(University of Calicut)
KONDOTTY

Experience

- ❖ Two months internship at 'THE RAVIZ KADAVU,CALICUT(a five star resort) as a human resource trainee
- ❖ Doing my training at 'THE RAVIZ KADAVU ,CALICUT as a human resource manager assistant

My duties at THE RAVIZ KADAVU are;

- Attendance tracking
- Complete payroll management
- Assisting human resource manager
- A to Z interview formalities
- New employees induction scheduling
- On boarding and off boarding
- Man power planning
- coordinating engagement activities for employees
- Initiating for monthly Town hall program
- Making employees departmental training tracker
- Grievance handling
- Work scheduling
- Running employees cafeteria, locker room and accommodation systematically
- Entering employees data to the IDS hospitality software
- Interview scheduling
- Handling HR department phone calls
- Making power point presentation
- Updating departmental MIS training calendar

Projects are

- ❖ THE STUDY ON EMPLOYEES SATISFACTION AT CLASSIC HYUNDAI MALAPPURAM 2019
- ❖ THE STUDY ON BRAND AWARENESS OF CLASSIC HYUNDAI MALAPPURAM 2017

Computer Skills

- ❖ Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- ❖ Hardware and software
- ❖ IDS (hospitality software)
- ❖ Tally

Languages

- ❖ English
- ❖ Malayalam
- ❖ Tamil

CULTURAL INTERESTS AND PHYSICAL RECREATION

Night Riding, Reading, cycling, driving, photography, films