

AMRUTHA T K

Thekkiniyedath House, P.O.Pottore, M.G.Kavu, Thrissur-680581
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CAREER OBJECTIVE

Seeking a challenging and growth oriented position in Human Resource Department in a reputed organization where my interpersonal skills can be best utilized. With good command over English and my hard work makes me achieve my goal.

EXPERIENCE

- IAS HOTSPOT** 08 Oct, 2018 - 15 Oct, 2019
Key Responsible Areas
Human Resource Executive

Conducting recruitments
Selection and Orientation
Managing the leave policies
Record Keeping

Administration

Client service & interaction
Petty cash handling
Managing office expense
Attending phone calls
Process emails and letters received
Maintaining public relations
- SUPPORTSAGES-Training** 14th Feb, 2018 - 27th Apr, 2018
Key Responsible Areas
Human Resource Executive

Conducting recruitments
Selection of employees
Managing the leave policies
Petty cash handling
Bank reconciliation
Record keeping

EDUCATION

- MBA in HRM and Finance** from Marian International Institute of Management (2016-2018)
- BBA in Finance** from Calicut University (2012-2015)
- Chinmaya Vidhyalaya**
Plus Two
2012
- Chinmaya Vidhyalaya**
10th
2010

INTERNSHIP

- Crowne plaza, Kochi
- Big Bazar-Thrissur

PROJECTS

- A study on Effectiveness of Employee Welfare Facilities 45days
The project work on employee welfare facilities carried out at Indian Coffee House
 - A study on Promotion Techniques 1month
Project done in Kerala Khadi and Village industries with special reference to promotion techniques
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TECHNICAL SKILLS

- MS Word
 - MS Excel
 - PowerPoint
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PERSONAL STRENGTHS

- Communication
 - Multi tasking
 - Decision making
 - Leadership
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ACHIEVEMENTS & AWARDS

- Certificate on Export and Import
 - Certificate on Supply chain management
 - Certificate on SPSS
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PERSONAL PROFILE

- Date of Birth : 02/09/1994
 - Marital Status : Single
 - Nationality : Indian
 - Known Languages : English, Malayalam, Hindi, Tamil
 - Hobby : Gardening, Cooking, Traveling, Singing
 - Passport : S4181675
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REFERENCE

Dr. Santhosh Kumar - "Marian International Institute of Management"
Professor
santhosh@miim.ac.in
9842548868

DECLARATION

AMRUTHA T K

Date: / /2020
Place: Thrissur