



PRAJEENA

HR Executive



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Edakkalathoor (H), Thrissur, Kerala, India



About me

Productive Human Resource Executive with 3+ year of track record of success in developing and administrating human resource plans and procedures. Pleasant and approachable proven history contributing to development of HR department goals and objectives.



Strengths

- Hardworking
- Leadership Skills
- Details Oriented
- Quick Learner
- Strong Communication
- Good English Writing Skill
- Keen Observant
- Sound Analytical skill



Skills

Advanced knowledge in computer.

Well- versed in MS Office.

Well-versed in Tally ERP 9 and Wings.



Work Experience

2020 Jan – Dec 2021

HR Executive

SML Finance LTD,Kunnamkulam

2018 Sep - 2019 Dec

HR Assistant

Cheerans Auto Agencies, Thrissur

DUTIES & RESPONSIBILITIES

- Leave & Attendance management
- Well Versed in Payroll Management with 100% statutory compliance including EPFO/ESIC/Labour Welfare etc.
- Have exposure in Talent Management, Employee Retention, Welfare, Training & Development, etc.
- Involved in implementing HR systems and procedure by adopting suitable policies and practices.
- Good exposure in handling all types of HR records.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.



Educational Background

MBA HR | Bharathiar University | Hindhusthan College of Arts and Science | Coimbatore | 75%

B.COM Finance | Calicut University | Sree Vivekananda College | Kunnamkulam | 85%

Plus Tow | Commerce | st.Francis HSS Mattom | 90%

SSLC | St.Francis GHS Mattom | 91%