

CURRICULUM VITAE

GAYATHRI R
PADMALAYAM
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KERALA
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OBJECTIVE: Seeking challenging position within highly progressive organizations to give the best in professional pursuit for overall benefit and growth of the company, which will help me to explore myself fully and realize my potential.

ACADEMICS

COURSE	INSTITUTE/UNIVERSITY/BOARD	PERCENTAGE	YEAR
MBA Human Resource And Finance	CMS IMS, Coimbatore, Tamil Nadu, India, Bharatiar University	73%	2017
BBA Finance	Institute of Commerce and Management Studies Calicut University	69%	2011- 2015
Higher Secondary School	BEM Girls HSS Kozhikode	69%	2011
High School	Providence Girls HSS Kozhikode	71%	2009

PERSONAL SKILLS

- Flexible, adaptable to changes and willingness to learn further.
- Works easily and confidently in team environment.
- Equally comfortable in interacting with people.
- Communication, coordination and time management.
- Self-motivated and committed.
- Interested in Human resource management in organizations.

PROFESSIONAL HUMAN RESOURCES EXPERIENCE

10.11.2017 to 30.06.2020: **Human Resources Officer**
Meitra Hospital, Calicut

Job Responsibilities

- Employee On Boarding Process
- Attendance & Leave Management
- Employee Verification
- Payroll Processing
- Preparing & Maintaining various MIS Reports
- Employee File Management
- HR Documentation
- Employee Off Boarding & Exit Formalities
- Statutory Compliance
- Issuance of Correspondence Certificates

ACHIEVEMENTS AND EXTRA CURRICULARS

Participated in Personality Development Camp (Awakening 2016) conducted by Karl Kubel Institute for Development Education under CMS Institute of Management Studies

PERSONAL PROFILE

Age & Date of Birth : 27 Years, 26-09-1993

Father's Name : Radhakrishnan K

Sex : Female

Nationality : Indian

Marital Status : Married

Languages Known : English & Malayalam

DECLARATION

I hereby declare that all the above information are true and correct to the best of my Knowledge and belief.

Place: Kozhikode, Kerala, India

GAYATHRI.R