



ABHIRAMI M R

HUMAN RESOURCE EXECUTIVE

Strategic and innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

WORK EXPERTISE

Talent Acquisition
HRIS
Statutory Compliance
Marketing
MS Office Suite
Client Services
Job Evaluation
Files and Record Management

PERSONAL SKILLS

Creative spirit
Effective Communication
Reliable and professional
Organized
Time management & Team player
Fast learner
Motivated
Problem solving
Digital Marketing & SEO

CONTACT

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E : abhirami1995@gmail.com
W: https://about.me/abhirami_m.r

SOCIAL

 www.linkedin.com/in/abhirami-m-r-061aa3173

WORK EXPERIENCE

HUMAN RESOURCE EXECUTIVE

TP GROUP OF COMPANIES | Oct 2019 - Feb 2020

- Managed full cycle recruiting process to meet various staffing goals across all levels with in multiple business units.
- Managed and verified all payroll system entries including deductions, earnings, status changes and terminations.
- Accurately computed and withheld voluntary payroll deductions and professionally assisted all employees with pay issues and pay changes and ensures proper deductions of employee wage garnishments and wage attachments.
- Ensuring employee's statutory compliance are accurate and act as a liaison between the head office, finance department and other corporate executives.

ADMIN EXECUTIVE

VTOQA.PVT.LTD | Jul 2019 - Oct 2019

- Coordinating department HR actions, oversee employment agency contracts and work with the agencies creating employee profiles, monitor and hire open positions.
 - Facilitate payroll process inclusive of the Time and Attendance administration which includes processing attendance data manually in excel.
 - Assisted marketing teams to increase sales, drive and promote merchandise categories and expand markets.
 - Prioritized and adjusted schedules as necessary to maximize sales and also communicated with customers via phone and email to confirm deliveries and respond to enquiries.
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PERSONAL DETAILS

Father Name : R.RAMU
Nationality : Indian
Date of Birth : 01-Feb-1995
Marital Status : Single
Religion : Hindu
Sex : Female

LINGUISTIC SKILLS

English
Malayalam
Tamil
Hindi

HOBBIES

Singing
Travelling
Gardening
Dancing
Cooking
Badminton
Paper crafts

REFERENCES

Will be provided upon request

EDUCATION

MASTER OF BUSINESS ADMINISTRATION
VIVEKANANDA INSTITUTE OF MANAGEMENT STUDIES | 2017 - 2019

- Graduated with 7.76 CGPA
- Awarded First class

BACHELOR OF SCIENCE -CHEMISTRY
PROVIDENCE WOMEN'S COLLEGE | 2013 - 2016

- Graduated with 3.36 CGPA

ACADEMIC PROJECTS

1. A STUDY ON EMPLOYEE'S TRAINING AND DEVELOPMENT AND PERFORMANCE COMMITMENT IN MANJILAS FOOD TECH PVT.LTD, THRISSUR.
2. CHEMICAL ANALYSIS OF SOIL OF DIFFERENT PARTS IN CALICUT CITY.

ACHEIVEMENTS AND CERTIFICATIONS

- Hiring the best sources and retaining.
- Capable of collaborating with management to develop strategies.
- Certificate of Appreciation for the Management and Cultural events organization in VIMSMART'18
- Certificate of participation in the International seminar on "Industry 4.0: Strategic Leadership and Contemporary Management Approaches" at IHM College, Kuala Lumpur, Malaysia.
- Certified as Tech Recruiter by Hirst.com.
- Certificate of Learning path completion " Become a corporate & Technical Recruiter" course by LinkedIn Learning.
- Course completion certificate by SHRM-CP for "Coaching and Developing Employees".
- Lean Foundation course completion certificate by LinkedIn, NASBA and PMI.
- Certificate of completion "Beginner to Advanced Wordpress course" by Just Web Infotech- Mohit Rathi (Trainer).
- Certificate of completion by UdeMy for the course "Microsoft Excel for Finance and Accounting".
- Certificate of course completion by UdeMy for the course"HR Analytics Course with R"
- "Search Engine Optimization "course completion certificate from EDUCBA.
- Certificate of Participation by Career Ex for the Webinar "Industry Revolution 4.0".

DECLARATION

I hereby declare that all above mentioned details are the best of my knowledge and belief.

Date :
Place :