

Swathi Slyer

HR Assistant, On Husband's sponsorship, Available immediately



Details

Dubai, Al Nahda 2
United Arab Emirates
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iyerswathi1997@gmail.com

Languages

English

Malayalam

Tamil

Hobbies

Gardening, Cooking,
Listening Music

Profile

Resourceful and dedicated HR post graduate with excellent analytical skills and a demonstrated commitment to providing great customer service. Strong organizational abilities with proven successes managing multiple academic projects and volunteering events.

Employment History

HR & Sales Coordinator at SV Enterprises , Thrissur, Kerala

January 2020 — July 2020

SV Enterprises is a FMCG distributor covering the entire district of Thrissur. Got an opportunity to manage day to day activities in the office which consist of the below:

- Assisted in recruitments
- Maintained attendance and processed monthly payroll
- Assisted in sales planning
- Attended queries from retailers
- Planning, coordination and delegation of day today task to the delivery team

Education

MHRM (Master of Human Resource Management), De Paul Institute of Science and Technology, Angamaly, Kerala

July 2018 — November 2020

Bachelor of Commerce, Sakthan Thampuran College of Mathematics and Arts, Thrissur, Kerala

July 2014 — June 2017

Courses

Tally ERP, Sakthan Thampuran College of Mathematics and Arts

January 2017 — July 2017

Certified Program in Financial Accounting, Sakthan Thampuran College of Mathematics and Arts

January 2017 — July 2017

Internships

Junior HR at Manjilas Food Tech Pvt Ltd, Thrissur, Kerala

March 2020 — May 2020

Topic: **HEALTH AND SAFETY OF WORKERS**

- Analyzed awareness of Health and Safety among the employees of organization
- Training and implementation of Health and safety policies among employees

- Conducted employees wellness program through tabulation and analyzing the cause of accidents

Junior HR at FCI GBS India Private Limited, Kochi, Kerala

March 2019 — March 2019

Topic: PERFORMANCE APPRAISAL

- Analyzed and study the awareness level of employees on organization appraisal of Amphenol FCI
- Review the evaluation method of performance appraisal
- Analyzed performance appraisal of Amphenol FCI

Accounts Assistant at Kerala State Financial Enterprises Limited (KSFE), Thrissur, Kerala

April 2017 — May 2017

Topic: FINANCIAL PERFORMANCE

- Identify the financial strength and weakness of the organization.

Analyze and interpretation of financial statements for 5 years of the organization.

✧ Extra-curricular activities

- Member in Kerala Management Association
- Attended residential placement training program
- College Fest- Daksh 2019 event coordinator
- Campus recruitment cell coordinator
- Participated in FINCON International Conference Advances in Financial Markets and Services
- Participated in Each One Teach One – An Outreach Programme
- Participated in seminar on Skill set oriented learning and its importance
- Participated in Shaping young minds programme
- Certificate Program in Financial Accounting (CPFA)

◀ References

References available upon request