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KRIPA GIGGY

PERSUING CERT CII | HR & Admin Professional

PROFILE

To obtain a challenging career associated with a progressive organization which provides ample opportunities to develop and use my skills to benefit mutual growth and success.

EXPERIENCE

RESOURCE EXECUTIVE CUM ADMIN | JAN 2019- JAN 2020 RADICALZ HR SOLUTIONS

Radicalz HR Solutions was the output of the efforts of some of India's best Recruitment specialists - to create a one-stop-shop for all HR Outsourced Services. , I also handled both administration & management of the Group Staff Medical Insurance policies of the employees of certain client companies.

- Sourced candidates to clients using personal contact list, Job portals and other databases, & advertising techniques.
- Implemented effective Sourcing, Screening and Interviewing Techniques.
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.
- Communicated with the Insurance Companies/Brokers to arrange the Staff Medical Insurance quotes according to the requirements of the clients including the eligibility, benefits, policy terms and premiums.
- Negotiated with different insurers for better terms and premiums proposed.
- Gathered information needed for the issuance of new medical insurance covers and ensured to arrange the insurance cards within the timeline provided by the Company HR Managers
- Informed Insurers when new employees are recruited under the company and arranged new insurance cards for the employees within the timeline.
- Intimated claims with the insurer by arranging the relevant data from the employee and monitored all claims until settlement stage.

PROCESS EXECUTIVE | JUNE 2018 - DEC 2018 MILLENNIUM INFOLOGIC

Millennium Infologic (MIL) is an IT, ITES and consultancy services firm, offering a plethora of services. MIL was started in 2009 to service the outsourcing need faced by Millennium Mats, one of the largest producers of Mats and Rugs in the world

- Manages business processes of an organization.
- Acceleration of cash flow by ensuring smooth and fast flow of order from the point of sales to delivery.
- Establishing and maintaining relationships with staffs as well as external clients and vendors.
- Drives sales by taking the order through bottle necks like customization, discounting and more
- Entering data into software and maintaining client files.
- Fetching client's orders from their sites and adding it to the company software.
- Checking the stock once in a month and updating it into the software.
- Checking the overall stock once in a month.
- Making outbound calls regarding the verification of the items that has been placed. And gave advices to them in connection with order preparations and further order details.

SKILLS

Typing
Problem Solving
Situation Handling
Team Player
Time Management
Ability to work under Pressure
Positive Attitude
Adapt in any environment

DATE OF BIRTH

November 28 , 1997

NATIONALITY

Indian

LANGUAGES

English
Malayalam
Tamil
Hindi

INTERNSHIP

ADMIN

ADVERTISING COMPANY | SIGN ARTS | JAN 2017- FEB 2017

Sign Arts (since 1990) is one of the glow sign board manufacturers in Asia. They manufactures wide varieties of sign boards for various companies all around India.

- Taking orders from website and adding them into the production lists.
- Manages delivery of each products.
- Online site management.
- Dealing with software errors.
- Answer direct phone calls
- Produce and distributes correspondence letters, faxes, forms and mails.

EDUCATION

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES | 2015-2018

BCA-Bachelor of Computer Application

CHARTERED INSURANCE INSTITUTE

Persuing CERT CII (3rd LEVEL)

PROJECTS

PROJECT 1 | Offline project for a Granite Shop

PROJECT 2 | Online project for a Tyre Shop

VOLUNTEERING AND ORGANIZATION

HEAD CORDINATOR

INCEPTRA | 2017 - 2018

Organized an Inter college Fest (INCEPTRA) at Rajagiri College of Management and Applied Sciences (RCMAS) attended by students' participants from all over Kerala.

VOLUNTEER

CODEC | 2016 & 2017

Volunteered for one of the main fest organized by the computer department students of Rajagiri College of Management and Applied Sciences.

COMPUTER SKILLS

- MS Office - MS Excel (Advanced level)
- OFFICE 365
- C , C++, COBOL
- JAVA,SQL,LINUX
- Computer Graphics
- Analysis and Design
- PowerPoint Presentation

CERTIFICATES

- **UNIVERSITY OF MINNESOTA**
PREPARING TO MANAGE HUMAN RESOURCES
- **MACQUARIE UNIVERSITY**
EXCEL SKILLS FOR BUSINESS ESSENTIALS