



AMRUTHA UNNIKRISHNAN

Email: amrutha.u87@gmail.com

5/31 JRA 27 VYSAKH, JAYA NAGAR, MARADU, ERNAKULAM 682304

Phone: +919400504034

DATE OF BIRTH: 24TH SEPTEMBER 1987

+918113040926

I. ACADEMIC QUALIFICATIONS:

M B A Human Resources : Secured First Class (Distance Education)
(Bharathiyar University, Coimbatore 2013-2015)

BA LLB (Hons.) NUALS 2005-2010 : Secured First Class
AISSCE : Secured Distinction.
AISSE : Secured First Class

II. CAREER OBJECTIVE:

To pursue a demanding HR Role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm

III. WORK EXPERIENCE:

February 2019 – Present

- Worked as **Vertical Head HR & Admin** with **SIPL (SAMPOU India Pvt Ltd)**, Cochin. Recruitment, Resourcing, Screening, Short listing resumes, Advertising vacancies, Conducting telephonic and personal interview, Preparing Job description, Taking care of joining formalities, Empanelment of trainers, Issuing Offer Letter Appointment letter, Agreements, Employee file update, Verify employee documents, Maintaining reports, Attendance, Issuing ID cards, Sales Kit, Sim Email ID, Salary Calculation and transmission, Analyzing the performance of all the team members on a day to day basis, Responsible for the exit procedures of non – performing employees, Responsible for the maintenance of office / work decorum, Introduce and allocate day to day activities to employees, Responsible for the learning & development, appraisal, and regular people involvement activities like greeting cards on birthdays, wedding days etc. Responsible for Creating of employee email id, Perform mock interviews for college students, TNA audit for corporates, Manage and handle high end corporate client's communications, Responsible for intro and proposal mails to academic and corporate clients.

June 2018 – February 2019

- Worked as **HR Executive** with **Platino Classic BMW**, Cochin. Taking care of joining formalities- issuing offer letter, appointment letter, Employee file updating, verify employee documents, issuing provident fund form, employee introduction, recruitment end to end, maintaining register for daily courier incoming and out going , updating employee data at the time of relieving with required documents like notice period, experience letter.

March 2013 – April 2014

- Worked as **Recruitment Specialist** with **Futuris, Cochin**, Experienced in sourcing, screening, conducting preliminary rounds, Scheduling interviews with the client, head hunt from job portals

and other direct sources. Conducting Job Description Interviews, coordinating with Functional Heads & Project Managers for ensuring successful hiring. Salary negotiation with employees and making them aware of the salary structure.

June 2010 – April 2011

- Worked as **Legal Product Specialist** with **CCH Prosystem India (P) Ltd, Bangalore** a Wolters Kluwer Business (Publishing). Experienced in Preparing Functional Specification Documents for the legal products and supports and assists the developers in developing the Legal product by clarifying the legal queries. Provides legal opinion on copy right and patent issues for the legal content and Review the legal content.

2009

- Interned with **Hindustan Corporation Limited, Mumbai, in May 2009** - Researched on Criminal Prosecution: Relief to officers, Researched on US Bankruptcy Chapter 11 Proceeding, Bombay Stamp Act, 1958 and Arbitration and Conciliation Act; Compiled Landmark judgment on Arbitration and Conciliation Act; Reviewed Standard Dealership Agreement; Assisted in website designing of Legal Department of HPCL, attended arbitration proceedings and also assisted in the working of the department.
- Interned with **Kochhar & Co, Mumbai, in December 2009** - Researched on stamp duty payable at Mumbai and Delhi, Provisions of Companies Act (consent of shareholders to issue of debentures, delegation of powers by a Director, proxy and Annual general meeting, sub-letting), Section 9 of Arbitration and Conciliation Act 1996, procedure for registration of trademark in India, provisions of the Contract Act and Specific Relief Act pertaining to breach and termination of contracts.

2008

- Interned with, **Reserve Bank of India, Mumbai in May 2008** - Researched on the topic Corporate Criminal Liability. Attended lectures and talks by the officials of RBI with regard to the Power and Functions of Reserve Bank of India under various statutes.
- Interned with **Reliance Communication Ltd, Bangalore in December 2008** - Researched on Responsibility and Liability of a Debtor and Service Provider Vis a Vis the Product, Licenses Issued by DOT, Cases on Survival of Arbitration Clauses in the Agreement. Prepared internal note on consumer and labor cases. Drafted and vetted Rental Agreement, Lease Agreement, Fulfillment Services Agreement, Address Verification Agreement

2007

- Interned with **Adv. L Chandrakumar, Advocate of High Court of Madras during May 2007** - Attended proceedings at the High Court of Madras, and took notes on the proceedings.
- Interned with **Ratio Legis a legal firm Madras in May 2007** - Trained in office secretary ship and also assisted in legal supplementary works, preparation of plaint, written statements etc.
- Interned with the **Adv. Siby Mathew, High Court of Kerala in December 2007** - Assisted in drafting legal opinions, attended proceedings at the High Court of Kerala, and Trial courts of Ernakulum. Interacted with the parties and did research work on their cases and also other cases.

IV. AWARDS AND DISTINCTIONS

- Awarded the individual championship in the year 1999-2000 at the school level.
- Secured second prize in chess - school level.
- Also secured various prizes in cultural, literary and sports at the school level.
- Participated in the Annual Athletic Meet (Munshi Meet) conducted by the Bhavans Vidhya Mandir.

V. CO-CURRICULAR ACTIVITIES:

- Participated in the 2nd NUJS- Herbert Smith National Corporate Law Moot Court Competition,

2010 and progressed to the Semi Final Round.

- Participated in Inter-University Moot Court Competition as researcher and ranked 15.
- Participated in the Two-Day Workshop Human Rights of Women- Reforms for Effective Legal Protection, organized by the National University of Advanced Legal Studies, The Kerala State Planning Board and The Indian Law Institute, Kerala Bench, at High Court, Kochi, on 4th and 5th July 2009.

VI. EXTRA CURRICULAR

ACTIVITIES: Workshops

- Attended seminars on Cyber- Forensics, IT & Judiciary and Environmental Law
- Attended colloquium on Draft Broadcasting Bill, 2006.
- Participated in the One-Day “Legal-Aid Clinic” organized by NUALS Legal Aid Clinic at Kumbalangi, Cochin, Kerala in February, 2008
- Attended workshop on Right to Information Act, 2005.

VII. SKILLS:

Certificate Courses : Professional in Project Planning & Management Using Primavera, Diploma In Auto CAD (2D & 3D) Civil

Computer : Microsoft Office, Microsoft Project

Languages Spoken : English, Malayalam, Hindi, Tamil

Status : Married

Passport No : K1062130