



# ATHIRA K

HR ASPIRANT

## EDUCATION

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- **Certified HR Specialist** from Avodha, February 2023, 80%
- **Master of Business Administration** from Kerala University, February 2022 , 60%
- **Bachelor of Business Administration** from Kerala University, April 2019, 60%
- **Plus Two** from Board of Higher Secondary Examination, Kerala, 2016, 72%.
- **SSLC** from Board of Public Examination, Kerala, passed in 2014, 86%.

## WORK EXPERIENCE

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### **SREE GOKULAM MEDICAL COLLEGE [Quality Executive]**

January 2022 – September 2022

### **JOB DESCRIPTION**

The role of Quality Executive in the medical industry is to improve the quality improvement methods and effectiveness of treatment and customer satisfaction with the service. It also ensures the following of the best practices within a healthcare organization. With a rapidly increasing population and medical cost, Quality Executive in the industry is gaining more attention. Quality Executive in the medical sector is focused on the needs of the patients as the industry is meant for the fulfillment of their requirements and is the judge of the effectiveness and quality of services offered.

### **DUTIES & RESPONSIBILITY**

- Implementation of standards related to Quality Management system and monitoring the functioning of prescribed standards.
- Act as NC / CAPA Lead in assigned units.

## CONTACT

PHONE NUMBER: +971564640054

LOCATION: DUBAI,UAE

EMAIL:athirak9447@gmail.com

## SKILLS

- Administrative support
- Data management
- Interview coordination
- Recruitment processes
- Training and development
- Candidate sourcing
- File and records management
- Problem solving
- Confidentiality
- HRIS
- MS Excel
- MS Word

## LANGUAGE KNOWN

- Malayalam
- English
- Tamil

## PERSONNEL DETAILS

- Gender : Female
- Visa Status : visiting visa
- Validity: 12-10-2023
- Date of Birth : 23-12-1998
- Nationality: Indian
- Marital Status : Single
- Passport Number : T6870433

## INTERNSHIPS

- More Supermarket – Sales Intern (paid) 16<sup>th</sup> Dec 2019 – 20<sup>th</sup> Dec 2019
- Learnovate E-commerce – Head HR (paid) 26<sup>th</sup> Oct 2020 – 26<sup>th</sup> Nov 2020
- IFortis Corporate – Marketing & Sales Intern 14<sup>th</sup> May 2021 – 29<sup>th</sup> Jun 2021
- SGMC Hospital–Quality executive (paid) 1<sup>st</sup> Jan 2022 – 29<sup>th</sup> May 22
- Erekrut – Talent Acquisition (paid) 1<sup>st</sup> April 2023 – 1<sup>st</sup> June 2023

- To carry out facility inspection rounds and identifying safety risks areas, documenting and taking corrective and preventive measures.
- Ensure that Corrective action and Preventive action process is implemented effectively.
- To monitor Departmental Quality Indicators and conducting periodic mock drills
- SOP for internal audit based on NABH standards

**Dr.KM CHERIAN INSTITUTE OF MEDICAL SCIENCE [HR Assistant]**  
November 2022- February 2023

## JOB DESCRIPTION

The Human Resource Assistant is responsible for performing HR- related duties on a professional level and will work closely with the Director of Human Resources. This position carries out responsibilities in the following functional areas: recruitment/employment, onboarding, policy implementation, benefits, employee relations and employee law compliance.

## DUTIES & RESPONSIBILITY

- Provided administration support to HR managers by writing reports and generating documents, completing as requested.
- Offered assistance throughout recruitment processes.
- Maintained accurate, well-organized company records.
- Manipulated data for HR presentations using advanced abilities in Google Sheets and Excel.
- Reviewed HR documentation and handbooks regularly and completed timely updates.
- Posted job listings across various platforms and social media channels to increase talent pools.
- Processed and recorded client paperwork systematically for ease of filing and retrieval.
- Recorded appointments and meetings in office diaries for clear, up-to-date calendars.
- Involved in statutory works such as ESI & PF
- Worked as part of hospital NABH entry level project.

## DECLARATION

I ATHIRA do hereby declare that all information provided by me above is true, correct and complete to the best of my knowledge and belief and can be supported by relevant documents as required.

ATHIRA K