

Aswini Suresh

HR Executive

A graduate calibre Human Resource Executive who has an extensive knowledge of recruitment, selection, training and development and also administration process. About myself very confident individual who is good at building effective relationships in all levels of organisation.



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EDUCATION

MBA

Annamalai University

06/2019 - 12/2021

India

Courses

- Human Resource Management

BA in English Language and Literature

Kerala University

06/2014 - 05/2017

India

WORK EXPERIENCE

Business Development Manager

AL Arabia

06/2022 - 01

Dubai

Achievements/Tasks

- Scheduled and Attended Business Meetings
- Documentations
- Managing emails and phone calls

HR Assistant

HLL LifeCare Limited

04/2018 - 01/2019

India

Achievements/Tasks

- Organised Events for International Agencies like Harvard University and Emory University in association with PHFI
- Designing and Conducting training programmes
- Manages and updates personal files for old and new hires in the Human Resource Information system database
- Screened resumes, scheduled and conducted interviews, composed congratulatory letters.

SKILLS

Training and Development

Communication Skills

Employee Relations

Organisational skills

Leadership Skills

PERSONAL PROJECTS

Training And Development for New Joinees
(04/2018 - 01/2019)

CERTIFICATES

Data Entry And Word Processing

LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ○ ○

Malayalam ● ● ● ● ●

Tamil ● ● ● ○ ○

INTERESTS

Organising Events

Creative Arts

