

## RASHIDA FARHATH VK

### HR and Admin Executive



#### PROFESSIONAL SUMMARY

Executive with background in corporate human resources. Highly skilled handling personnel management, hiring and maintenance of HR records. Organized planner with excellent team leadership and program management abilities. Manages administration of employee compensation and employee benefits. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

#### SKILLS

- Time Management
- Training and Development
- Employee Relations
- Investigative oversight
- Adaptability
- Active listening
- Communication skill
- Interpersonal Skill
- Human Resources Services
- Team Collaborations

#### WORK HISTORY

##### HR EXECUTIVE 07/2022 to 04/2024

**Cascade Revenue Management Pvt.Ltd, Infopark**

US Healthcare provider, Cochin, Kerala.

**Managed over 700 employees and prepared various reports on MS excel and HRMS application.**

- Onboarding
- Orientation Programs
- Leave management
- Payroll Management
- Internal Job Posting
- Performance review Meeting
- HR escalation
- Off boarding
- Administration Task

##### **Job Description.**

- Facilitated new-hire onboarding processes.
- Initiated welcome communication to new hires about their first day, week, and month.
- Developed and conducted comprehensive orientation programs for new employees.
- Managed leave administration system: processed requests and maintained accurate records.
- Developed and managed internal job posting (IJP) process to facilitate career growth opportunities for employees.
- Managed follow-up on maternity leave for female employees.
- Responsible for conducting employee engagement programs from monthly skip level meetings to.

- Responsible for conducting Performance Review Programs.
- Reviewed and responded to urgent HR-related escalations.
- Coordinated with department to reconcile payroll data and resolve discrepancies.
- Coordinated the offboarding process for departing employees.
- Time management on reports.

**ADMIN EXECUTIVE** 04/2019 to 04/2020

**Cascade Revenue Management Pvt.Ltd**, Infopark, Cochin.

- Maintained electronic filing system, recording and updated information and handed over to various team.
- Produced various report on daily basis which is responsible for initiate network setup.

**ACHIEVEMENT** Achieved first in webinar report competition organized by Hospital Administration and Soft Skill Development Department at IBIS Academy of Higher Education on Mental and Psychological health of Youth, 2021.

**EDUCATION** **PGDM in Hospital Administration**  
IACET Certification , 2022

**Master of business Administration (MBA in HR & Finance)**  
Anna University, 2019

**Bachelor of Business Administration (BBA)**  
Calicut University, 2017

**Higher Secondary School**  
CBSE, 2014

**LANGUAGE** Native language : Malayalam

- Malayalam (R/W/S)
- English (R/W/S)
- Hindi (R/W)
- Arabic (R/W)
- Tamil (R/S)

<b>REFERENCE</b>	Yoonus +971505089262 AST Solutions LLC, Al Qusais Industrial Area 5 Dubai, UAE	Shemin Mohan +91889158539 General Manager, Cascade Revenue Management Pvt.Ltd, Infopark, Cochin, India
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**DECLARATION** I do hereby declare that the above given statements are true and correct to the best of my knowledge.

Rashida Farhath VK