

RESUME



Sruthi Jose

Sharjah,UAE

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Visa Status: Husband Visa

CAREER PROFILE

A multi-skilled professional with a superb track record of managing HR functions presently looking to join a company that provide plenty of progression and development opportunities to its employees

EXPERIENCE

- Worked as HR Assistant in Orville Real Estate, Dubai UAE from May 2023- Dec 2023
 - Managing all recruitment related activities
 - Compiling and updating employee records
 - Dealing with employee issues
 - Assist with day to day operations of HR functions
 - Dealing with visa processing of employees
 - Attendance monitoring
 - HRMS Software
 - Dealing with terminations, resignations, final settlement, exit interviews
- Worked as Admin and HR Assistant in Electrolux, Dubai UAE from Jan 2018- Dec 2019
 - Dealing with email enquiries
 - Developing compensation packages
 - Performance evaluation
 - Development of fair HR policies and ensuring employees comply with them

- Administers the process for contracts, resignations and terminations
 - Administering labour and visa procedures in coordination with PRO of the company
 - Diary management
 - Support all internal and external HR-related inquiries or requests
 - Maintain digital and electronic records of employees
 - Respond to employee's grievances
 - Oversee daily operations of the HR department
 - General office management
 - Assist with the recruitment process by identifying candidates
 - Maintain calendars of the HR management team
 - Perform orientations and update records of new staff
 - Produce and submit reports on general HR activity
 - Keep up-to-date with the latest HR trends and best practices
- Worked as HR in ASAP, Higher Education Department, Government of Kerala from Oct 2013 – Oct 2016
 - Worked in Quality Department of the project for 6 months
 - Supported the organisation's recruitment activity
 - Manage and maintain internal record keeping and document retention systems (soft and hard copy) for the HR function
 - Manage any staff departures including final salary calculation letters, exit interviews and departure procedures, ensuring processes align with company policies and culture
 - Ensure office space is maintained to a high standard
 - Worked as in-charge of placement activities
 - Worked as in-charge of skill centers of the project for coordinating training programs
 - Respond to e-mails and enquiries

EDUCATIONAL QUALIFICATION

- MBA-HR(2020-2022), Bharathiar University, Coimbatore
- Medical Coding(CPC,AAPC) with 90%
- B-Tech (Electronics and Communication Engineering) (2009-2013), Nehru College of Engineering and Research Centre, Pampady
- 12th (Bio-Maths group), Nava Nirman Public School, Kochi(CBSE)
- 10th, Nava Nirman Public School, Kochi(CBSE)

KEY COMPETENCIES

Professional Skills:

- A team player with strong managerial, analytical, communicative and networking skills
- Ability to be proactive, self-motivated, and self-directed
- Excellent inter-personal skills
- Ability to build relationships
- Exposure to MS-Office

Personal Skills:

- Ability to build relationships
- Confident, hardworking
- Dedicated to job
- Excellent verbal and written communication skills
- Sincere and motivated

TRAINING & CERTIFICATIONS

- Attended 3 day Management Development Programme on Project Management Orientation Workshop at **IIM Kozhikode**
- 2 Months Training in Digital Marketing & SEO From Hatchex Solutions Pvt Ltd

ACHIEVEMENTS

- Second topper in English in 12th, **92%(CBSE)**
- Has secured A grade in Media Awareness Contest conducted at school level

ACTIVITIES

- Has presented a paper on Black Box at college level
- Has won prizes in various cultural events at school level
- Has participated in Kerala state youth festival(CBSE)
- Presented a program in All India Radio

HOBBIES

- Singing
- Travelling
- Listening to music

PERSONAL DETAILS

- Marital Status : Married
- Gender : Female
- Spouse Name : Rinu Kunjachan
- DOB : July 11,1991
- Nationality : Indian

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

Signature:

Place: Sharjah

Sruthi Jose

