

RESUME



Chinnu. R
HR Executive

Contact Details

Al Muweilah, Sharjah

Mobile : +971559543827

Email: chinnusreejith7@gmail.com

Personal Details

Date of Birth :17.07.1991

Mother Name : GeethaThapasi

Gender :Female

Marital Status :Married

Nationality :Indian

Passport No : N4063406

Languages Known:

-  English
-  Hindi
-  Malayalam

HR Executive with extensive knowledge to providing administrative support to Health care. Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the HR Managers and officers.

Experience

- Worked as HR EXECUTIVE in TMM HOSPITAL Thiruvalla.
- Medical Records Assistant
Medical Mission Hospital
Tiruvalla, Kerala
- Office Assistant in Muthoot Fincorp,
Chengannur

Qualifications

- ❖ Post Graduate Diploma in Computer Application
Microsense Computers
Chengannur, Kerala
- ❖ PG Diploma – Hospital & Healthcare Administration
Muthoot College of Allied Health Science
Kerala University
Kozhencherry, Kerala
- ❖ Bachelor of Arts
NSS Hindu College
Mahatma Gandhi University
Kottayam

Skills

🛠 Computer Application (PGDCA)

Duties & Responsibilities

- Manages first stage screening or qualifying of all applicants.
- Conducts preliminary interviews on all qualified applicants.
- Schedules and evaluates written test on basic office skills.
- Oversees and evaluates results on mock calling/ role playing.
- Collects all required documentation from pre-approved applicants.
- Conducts due diligence work by contacting stated references, checking social media posts and interviewing former employers and co-workers.
- Prepares talent selection recommendations report for HR Director.

Reference

“References Available Upon Request”

Declaration

I consider myself familiar with Healthcare Management aspects and I am also confident to my ability to work in a team, hereby declare that the information provided is true to the best of my knowledge.

Date: 27.December.2020

Chinnu.R

