

AMRUTHA THERAYIL

PROFESSIONAL SUMMARY

Seeking an entry level position to begin my career in a high level professional environment. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

WORK EXPERIENCE

❖ HR EXECUTIVE

02 Jan 2023 - 30 Oct 2023

InfoTech Prime

Responsibilities:

- Onboarding and Exit Formalities
- Maintaining employees data base and documents filling
- Creating job description for various roles and advertising them all various platforms
- Managing HR activities like Meetings, Interviews and other schedules.

❖ JUNIOR ACCOUNTANT

05 May 2018 - 30 Oct 2019

LED World

Responsibilities:

- Cash Management
- Daily Management and Control of the Debtors ledger
- Inventory Management
- Recording day to day transactions
- Provide necessary support to senior Accountant.

EDUCATION

❖ **MBA - Dual Specilization on HR & Marketing - People Institute of Management Studies Munnad - Kannur University - 2022**

❖ **Bcom Co-operation - Nest Institute of Humanities and Basic Sciences - Kannur University - 2017**

❖ **Higher Secondary - Commerce - MVM GHSS MATHIL - 2014**

PROJECTS

✓ **Employees Job Satisfaction Towards Welfare Measures at RAIDCO Curry Powder Factory Mavilayi Kannur Kerala.**

The Detailed Study About the Employees Job Satisfaction and to Study What are all the Safety and Health Measures Providing for Employees of the Organization.

✓ **Organization Study**

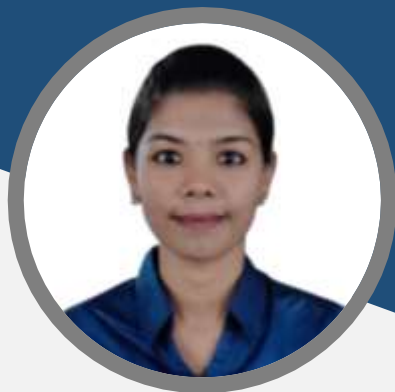
An Organization Study on Market Analysis of Sakthi Tarpaulin Company LTD Pariyaram Kannur Kerala.

ACHIEVEMENTS & AWARDS

- Professional Diploma in Computerized Financial Accounting.
- Human Resource Analytics.
- Advanced Excel and Data Analytics.
- Retail Trainee Associate.

DECLARATION

I hereby declare that all the details mentioned above are true to the best of my knowledge.



CONTACT

📍 AL-KARAMA, DUBAI
(United Arab Emirates)

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✉ amruthat634@gmail.com

PERSONAL DETAILS

Date of Birth : 30th Dec 1995

Gender : Female

Nationality : Indian

Marital Status : Married

Languages : English, Hindi & Malayalam

PASSPORT DETAILS

Passport No : U3041432

Date of Issue : 03 Aug 2020

Date of Expiry : 02 Aug 2030

Visa Status : Family Visa

SKILLS

- MS Office (Word & Excel)
- Quick Books
- Tally ERP 9 & Tally Prime
- VAT