
Athulya Suresh

7736972065 | athulyasuresh383@gmail.com

in <https://www.linkedin.com/in/athulya-suresh-9a2388196>

Objective

A dedicated and experienced professional in Human Resources and Administration Management, specializing in sourcing and recruiting, full and final settlement, administrative work, problem solving, planning and optimal work. Committed to driving efficiency, accuracy and employee satisfaction through strategic HR and financial management practices.

Experience

- **Esaf Co - operative Bank Head Office , Kerala, India** -
Assistant Executive - Human Resources
 - Source and identify qualify candidates for branch banking positions for pan India through various platforms.
 - Coordinate interviews and manage full cycle recruitment.
 - Conduct initial screenings and assessment of candidates.
 - Experience in full and final settlement and statutory.
 - Conduct training and orientation sessions to the employees.
 - Assist on boarding and induction training programme.
 - Providing administrative support to various departments.
 - Documentation and filing
 - Monthly report collection and data handling.

Education

- **University of Calicut**
Master of Business Administration 2020 - 2022
- **University of Calicut**
Bachelor of Commerce 2017 - 2020

Skills

- LinkedIn
- Naukri
- Microsoft Office
- Human capital management
- Interview coordination
- Negotiation
- Administration assistance
- Time management
- Critical thinking

Languages

- English
- Hindi
- Tamil

Personal Details

- Date of Birth : 20/11/1999
- Marital Status : Single
- Nationality : Indian