

GOWRI J S

Gowreesam , Thiruvananthapuram , Kerala , India
0524507382 | gowrikrishna082@gmail.com

SUMMARY

Dedicated and proactive Human Resources professional with experience in recruitment, employee relations, and performance management. Strong interpersonal and communication skills, with a keen focus on team coordination, conflict resolution, and employee engagement. Adept in handling administrative tasks and maintaining workplace efficiency.

PROFESSIONAL EXPERIENCE

Team HR Pvt Ltd |
Implant HR

2024 – 2025
Coimbatore , India

- Assisted the HR Manager with end-to-end recruitment: screening resumes, scheduling interviews, and maintaining candidate records.
- Coordinated onboarding for new hires: orientation sessions, ID generation, asset allocation, and documentation.
- Maintained accurate employee records in MS Excel and HRMS tools.
- Supported performance appraisal activities by collecting feedback and tracking KPIs.
- Handled internal communications related to leave policies, event notices, and code of conduct.
- Assisted in organizing staff training, wellness programs, and engagement events.

Flipkart Pvt Ltd |
Warehouse Picker

Aug 2024 – Dec 2024
Coimbatore , India

- Picked, scanned, and prepared products for dispatch in a high-volume warehouse.
- Maintained 100% accuracy in order processing while meeting tight delivery deadlines.
- Reported stock shortages, helped with inventory audits, and assisted with packing.
- Worked collaboratively in shifts to ensure logistics efficiency during seasonal surges.

Government Sector |
Resource Person

2022 – 2024
Thiruvananthapuram , India

- Conducted community-level awareness programs on health, education, and government welfare schemes.
- Handled event planning, invitation distribution, and resource coordination.
- Collected and documented feedback from the public to improve local services.

EDUCATION

University of Kerala Bachelor of Commerce	2018 – 2021 India
NIC Computer Academy Diploma in Computerized Financial Management	2017 Kerala – India
Sivagiri Higher Secondary School Higher Secondary Certificate (HSC) Plus Two	2016 – 2017 Kerala - India
GVHSS Njekkad Secondary School Leaving Certificate (SSLC)	2014 – 2015 Kerala - India

PROFESSIONAL SKILLS

- HR Administration & Recruitment
 - Employee Documentation & Record-Keeping
 - Onboarding & Exit Formalities
 - Public Relations & Community Coordination
 - MS Office (Word, Excel, PowerPoint)
 - Team Collaboration & Communication
 - Time Management & Multitasking
 - Conflict Resolution
 - Event Planning & Support
 - Basic Knowledge of HRMS Tools
 - Problem Solving
 - Critical Thinking
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LANGUAGES

Malayalam – Read, Write , Speak
English – Read, Write , Speak
Hindi – Read, Write , Speak
Tamil – Speak