



JAYAN PARIKINGAL

HR ADMINISTRATOR

CONTACT

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EDUCATION

MG UNIVERSITY, INDIA

- Master of Business Administration (Finance & HRM)

UNIVERSITY OF CALICUT, INDIA

- Bachelor Science (Mathematics)

SKILLS

- HR Management
- Public Relations
- Teamwork
- Time Management
- Microsoft Office
- Effective Communication
- Critical Thinking
- Administrative Support

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Malayalam (Native)
- Tamil (Fluent)

PROFILE

I am an experienced HR Administrative Manager with 14 years of experience in streamlining operations, driving process improvements, and delivering cost savings. I have a proven track record of success in managing teams, developing strategic plans and ensuring the highest levels of customer service. My skills in organization, communication, problem solving have enabled me to successfully handle a wide range of HR administrative tasks."

WORK EXPERIENCE

- Classic Academy, Palakkad, Kerala, India** 2021 - PRESENT
HR Administrator
 - Develop and execute comprehensive HR strategies and campaigns that align with the company's goals and objectives.
 - Lead, mentor, and manage a high-performing HR team, fostering a collaborative and results-driven work environment.
 - Drive budget planning and resource allocation.
 - Develop and implement policies for efficient workflows.
- MES College, Palakkad, Kerala, India** 2012 - 2021
Administrative Manager
 - Create and manage the budget, ensuring efficient allocation of resources and optimizing ROI.
 - Oversee market research to identify emerging trends, customer needs, and competitor strategies.
 - Foster effective communication across departments.
 - Resolve issues and implement problem-solving strategies.
 - Utilize organizational skills to ensure smooth office operations.
- Weizmann Forex Ltd** 2010 - 2012
Branch In charge
 - Monitor and maintain consistency across all marketing channels.
 - Addressed customer inquiries and concerns promptly.
 - Prepared accurate and timely financial report.
 - Implemented measures to discover and mitigate plausible risks.