



MALAVIKA MOHAN

HR Professional / HR Executive / HR Recruiter / HR Operations
HR Coordinator / Administration / Factory HR

DOB: 15/08/1998 | Visa Status: Visit Visa | Nationality: Indian

✧ Profile

Dedicated HR Professional, with experience in HR and an MBA background. I bring a blend of practical skills and theoretical knowledge to the table. I thrive in collaborative environments and enjoy building strong relationships with colleagues. Known for my proactive approach and problem-solving skills, I'm committed to delivering quality results and contributing positively to any team.

✧ Work Experience

Senior HR Executive

-HR Quadrant LLP, Cochin-

Nov.2022 - Jun.2024

- Handled recruitment for one of the leading Corporate specialized in Life Insurance Company across in India.
- Implemented multiple recruiting strategies to identify top talents for the client.
- Supervised a team to streamline the bulk hiring request of the clients.
- Proven track record of successfully filling positions with high quality candidates within tight deadlines.
- Maintain employee records, including employee personal and employment data and attendance records.
- Supported employee relations efforts by responding to employee inquiries and concerns.
- Maintained a safe and healthy work environment by ensuring compliance with healthy and safe regulations and policy

Academic consultant

-Avodha Pvt Ltd, Cochin

Feb.2021 - May.2022

- Providing academic advice to students regarding course selection, program requirements, and career pathways based on their interests and goals.
- Offering support and guidance on personal issues that may impact academic performance, such as stress management, time management, and study skills.
- Monitoring students' academic progress and performance, identifying any challenges or areas needing improvement, and suggesting strategies for improvement.
- Assisting students with career exploration, job search strategies, resume building, and interview preparation.
- Providing support during academic or personal crises, such as academic probation, failing grades, or personal emergencies.
- Handling administrative tasks related to student records, academic policies, and procedures.

Achievements & Awards

Achieved Performer of the month In HR Quadrant During month of June, July, November, December & January

CONTACT

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Education

● Master of Business Administration

-HR & Finance ,
Kannur University
Jun.2020 - May.2022

● Bachelor of Business Administration

-Kannur University
Jun.2016 - May.2020

Skills

- HR Operations
- Recruitment and selection
- On boarding and off boarding
- Employee Records Management
- Attendance Management
- Leave Management
- Volume hiring
- ATS (Applicant Tracking System)
- Employee Relations

Languages

English
Hindi
Malayalam

Passport Details

Passport no :W2631228
Date of Issue :05-07-2022
Date of Expiry :04-07-2032
Place of issue :Kozhikode

Immediate Joiner

Open to Relocate Anywhere