



NEETHU P

Experienced professional with over 5 years of combined expertise as a Senior Executive in HR and Administrative Assistant, complemented by an MBA in Finance. Proficient in human resources management, including recruitment, onboarding, performance management, and policy implementation. Skilled in providing administrative support, managing calendars, organizing meetings, and handling correspondence. Eager to leverage diverse experience and educational background to contribute effectively to organizational success.

KEY SKILLS

Team Work

Work Ethic

Problem Solving

Leadership

Decision Making

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

WORK EXPERIENCE

SENIOR EXECUTIVE IN HR | 17 Nov 2020 - 30 Mar 2023

LUKER ECOMMERCE PVT LTD

KEY RESPONSIBILITIES

- Managed recruitment processes, including sourcing, screening, and interviewing candidates.
- Administered employee onboarding and orientation programs.
- Oversaw performance appraisal processes and facilitated feedback sessions.
- Implemented HR policies and procedures in compliance with labor laws and regulations.
- Conducted training sessions on various HR-related topics for employees and managers.
- Handled employee relations issues, grievances, and disciplinary actions.
- Managed payroll processing and ensured timely and accurate salary disbursements.
- Compiled and analyzed HR metrics to track key performance indicators and trends.

ADMINISTRATIVE ASSISTANT | 05 Sep 2017 - 15 Sep 2020

D COMPANY

KEY RESPONSIBILITIES

- Handled routine clerical tasks such as mailing, filing, and scanning.
- Drafted and edited memos, proposals, reports, and invoices.
- Calculated salaries.
- Verified work and work site details.
- Scheduled and coordinated meetings and appointments for managers and employees.
- Prepared daily reports and checked accounts.
- Managed office supply inventories, ensuring adherence to budget practices.

CONTACT INFORMATION

+971 565987875

Neethudipuraj@gmail.com

Dubai, UAE

EDUCATION

MBA IN FINANCE | 2017

- Mangalore University

BCOM WITH COMPUTER APPLICATION | 2015

- Kannur University

HIGHER SECONDARY | 2012

- Central Board of Secondary Education, Kerala, India
- P E S Vidyalaya

SSLC | 2010

- Central Board of Secondary Education, Kerala, India
- P E S Vidyalaya

COMPUTER PROFICIENCY

MS Office ★★★★★

Basic Operation ★★★★★

Internet & E- Mail ★★★★★

LANGUAGES

English 90 %

Malayalam 100 %

Hindi 90 %

Tamil 90 %

PROFESSIONAL SKILLS

- Recruitment
- Employee Onboarding and Offboarding
- Performance Management
- Training and Development
- Policy Implementation
- Employee Relations
- Calendar Management
- Meeting and Event Coordination
- Correspondence Management
- Office Administration

PERSONAL DOSSIER

Gender : Female
Date of Birth : 20/12/1993
Nationality : Indian
Marital Status : Married

Permanent Address
Near, Kendriya Vidyalaya Edat
Payyanur, (PO) Edat, Kannur
Kerala, India 670327

INTERESTS



Songs



Travelling



Reading

REFERENCE

- Available upon request

- Conducted tele-calling and managed travel and expenses for the sales department.
- Maintained an organized and comfortable office environment, updated inventory, and ordered office supplies.
- Processed work orders, supplies invoices, purchase orders, expense claims, account payments, and payroll.
- Maintained a digital record of all financial transactions, documents, and supplier information.

PROJECTS

MBA Main Project

At Sriganesh Industries, Kanhangad, focusing on financial performance.

MBA Mini Project

At Janatha Charitable Society, Payyanur, focusing on organizational study.

UG Project

At Big Bazar Kasaragod, focusing on customer satisfaction through service quality.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

NEETHU P