



KAVYA RAJESH KUMAR

HR ADMINISTRATOR

PROFILE

Responsible in administration with strong knowledge of Human Resources practices. Superior understanding of data entry, file management, customer service and maintaining confidentiality. Particularly skilled in organization and time management, able to develop innovative systems for maximizing efficiency.

CONTACT

PHONE:

+91 7558840547

EMAIL:

Knair909@gmail.com

LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL
- KANANDA
- HINDI (Beginner)

EDUCATION

BHARATHIYAR UNIVERSITY- B.COM CA

2014 – 2017

ANNA UNIVERSITY - MBA HR AND MARKETING

2017 – 2019

WORK EXPERIENCE

APARNA ASSOCIATES – HR ASSISTANT - INDIA

(05-March) 2022 – (30-September) 2023

- Experienced in providing administrative support to multiple departments, including payroll and human resources.
- Proficient in Microsoft office suite, including Word, Excel and PowerPoint.
- Skilled in managing complex office operations and providing quality customer service.

APARNA ASSOCIATES - HR CUM ADMIN - INDIA

(01-May) 2024 – Still Working

- Updated and maintained employee records and benefits information.
- Assisted HR Manager with projects and duties as requested.
- Prepared recruitment lists and job postings, scheduled applicants and checked references.
- Maintained and updated employee file with information including.
- Researching, speaking to employees in person, and solving their issues.

SKILLS

- Communication
- Confidentiality
- Onboarding
- Organizational skills
- Problem solving
- Time management
- Recruitment
- Employee relations
- Record keeping
- Problem-Solving
- Administration skills