

# RESUME



**SWATHYMADHU**

[swathymadhu100@gmail.com](mailto:swathymadhu100@gmail.com)

**Mob:9497045689**

## **SUMMARY**

I have 3.10 years experience in a reputed private manufacturing firm and hospital as HR assistant , 7 months experience in a media firm as HR executive and 9 months experience in a Skill development programme of Central Government as MIS and Trainer.1 year experience as Asst. Professor on contract basis. Proficiency in MS word,MS excel andMS PowerPoint. I am able to complete the work entrusted to me with the utmost reliability

## **CAREER OBJECTIVE**

Secure a responsible position in the HR department, sharing my experience and knowledge in the same with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the institution.

## **SKILLS**

Listening Skill, Interpersonal Skill, Trustworthiness,

## **EXPERIENCE**

**16/08/2023- Present : SSV College, Valayanchiragara**

Assistant Professor : B. Voc Tourism and Hospitality Management

**13/09/2022- 14/08/2023: Henry Baker College, Melukavu**

**Assistant Professor : B. Voc Tourism and Hospitality Management**

Handling Management subjects including Accounting.

Content development according to the Syllabus

**04/10-2021- 30/06/2022 Kerala Association for Rural Development (PIA: DDU-GKY project, Govt. of India)**

**Trainer (Secretary Course- Management and Entrepreneurship Trade)**

Handle subjects related to Management like Organisational structure, Environment, Laws, Grooming students for job, Overseeing the organisational discipline

## **MIS Head:**

- Handling Kausal Bharath Portal.
- Handling the CCTV Footage & Biometric Attendance.
- Handling the Performance Evaluation sheet of the Employees.

**11-01-2021-03-10-2021 Jeevan Telecasting Corporations Ltd.**

## **HRExecutive**

1. Handle Employee's Appointment and Relieving
2. Attendance and leave management.
3. Statutory Compliances
4. Payroll handling.

**05-07-2017–10/09/2020DhanwanthariVaidyasala****HRAssistant**

1. Employee's service Record Keeping and maintenance.
2. Attendance and leave management.
3. Statutory documents keeping.
4. Statutory works like PF, ESI, labour welfare funds, professional tax etc.

**01/01/2019–10/09/2020DanwanthariVaidhyasala(DhanwanthariInstitute)****Account assistant**

1. Account related documents preparation and handling Cash.
2. EOIPreparation.
3. Students selection and record keeping.
4. Preparation monthly reports to required Gvt. Authorities like Kerala Academy for Skills Excellence (KASE), Jan Shikshan Sansthan(JSS), SC/ST department etc.

**EDUCATION**

Degree/Course	NameOfInstitution	Board/University	Percentage/CGPA	YearofPassing
MA Sociology	Distance	IGNOU	64%	2022
MHRM	Mar Augustinose College, Ramapuram	MGUniversity	79%	2017
BBA	Mar Augustinose College, Ramapuram	MGUniversity	78%	2015
PlusTwo	St. Augustines Higher Secondary School, Karimkunnam	Kerala State Board	78%	2012
SSIC	Sacred Heart Girls High School, Ramapuram	Kerala State Board	80%	2010

**STRENGTHS**

Positive attitude  
 Listening skill  
 Good communication  
 Leadership  
 Maintain interpersonal relationship  
 Dedication and Commitment to job.

**HOBBIES**

Reading, writing

**PERSONAL DETAILS**

Address                      Muttiyanikunnel(H)  
    IdiyananIP.O  
    Ramapuram,  
    KottayamKerala,  
    Pin:68657 6

Date of Birth                30-04-1995

Gender                        Female

Nationality                 Indian

Marital Status             Single

**REFERENCES**

Mr. Anish Thanikkal - Head of the Department (Tourism and Hospitality Management)  
 9562698413

Muhammed Nifan OP – Centre In Charge KARD Skill  
Academy9605607004

Felix Sebastian - General Manager ( Jeevan Telecasting Corporation Limited)  
8086009206

Dr.KSoman - General Manager (Dhanwanthari Group)  
9447105821

Smt.AmaluMohan - HR Manager (DhanwanthariVaidyasala and Dhanwanthari Herbals)  
9400817337

## **DECLARATION**

I hereby declare that the information given above is true and correct.



SWATHYMADHU

