

Passionate Executive with Progressive Experience

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✉ monishanithin@gmail.com



Enthusiastic and personable individual who enjoys working with people and building long-lasting relationships .

+ SKILLS

Communication

+ LANGUAGES

Tamil

+ PERSONAL DETAILS

Marital status
Married

+ LINKS

LinkedIn
<https://www.linkedin.com/in/monisha-paul-351658201/>

+ REFERENCE

References Available Upon Request

+ WORK EXPERIENCE

- ## PUBLIC RELATION EXECUTIVE

- Acting as a point of resolution for customers who have complaints
- Develop a caring and compassionate relationship built on trust and encourage two-way communication with the Patients and their families
- Efficiently scheduled appointments as per requests from doctors as well as patients
- Scheduling corporate meetings
- Managing customer feedback review and implemented continuous improvement
- Carrying out legal proceedings including information handling and sharing to government authorities as per government and hospital rules & regulations
- Data management and bill payments as per departmental policy
- Pay due attention to VIPs/Directors/Shareholders during their visit as per laid down procedures
- Obtain and evaluate all relevant information to handle inquiries and complaints

- ## HUMAN RESOURCE EXECUTIVE

- Managing recruitment for key employees and inducting them to the new job roles
- Planning and structuring of job advertisements and posting on job portals
- Being a strong pillar stone in implementing the employee coordination & collaboration with various departments
- Interacting with the delivery team on regular basis and prioritizing requirements as per the billable effective dates
- Always provided timely feedback to the concerned
- Provide leadership, management, coaching, monitoring and direction to the employees to achieve targets
- Maintain an effective filing system of employee files and documents
- Generate Letters of Appointment; Acceptance of Resignation Letters; Contract Renewals, etc
- Manage employee exits

- ## HUMAN RESOURCE EXECUTIVE

- Maintains strong client focus by working with line management to deliver HR solutions in support of business objectives and HR strategies
- Conducts placement training programs in various colleges across India and recruit potential candidates
- Regular follow up with the respective hiring managers and HR Business Partners to ensure timeliness in the recruitment process
- Operate as a trusted advisor and partner with business leaders/ leadership team on “People matters”
- Prepare presentation materials , assist with developing communication materials and provide support for HR initiatives
- Provide general office duties to support the team
- Perform special projects as directed
- Assist with internal communications with staff as well as communications with clients
- Fostering a diverse and inclusive work environment

+ EDUCATION

- BACHELOR OF TECHNOLOGY

B.E in Computer Science & Engineering

- ## HIGHER SECONDARY

- SSLC