

# PARVATHY RATHEESH

Al kindi Building, Abu shagara,  
King fizar street, Sharjah - 307501

Mobile:- +971 507911323

Email ID:- parvathytr9656@gmail.com



## OBJECTIVE:

To secure an adequate position in an organization that affords me an opportunity to grow and develop for the progress of the organization as well as my carrier.

## EXPERIENCE

WORKED IN **Spices Producer company Pvt Ltd, Kochi** AS **HR COORDINATOR**  
(June 2020 – January 2021).

### Roles & Responsibilities

- Ensuring that payroll will run smoothly and responsible on a day to day operations specifically relating to SLA and client requirements / needs.
- Identifying gaps and loopholes in the payroll processes. And propose solutions for improvement in cooperation with the SME, TL and Process Lead.
- Process payroll and HR tasks/activities by meeting the obligations such as TAT & accuracy levels as specified.
- Responsible for updating document process changes after audit and update DWIs as required, to be reviewed by the Team lead and SME lead
- First point of escalations and processing issues; do the necessary investigations and perform the actions needed.
- Respond to requests, queries and complaints from external customers in a friendly and efficient manner so as to enhance customer loyalty.
- Periodically investigate payroll discrepancies with minimal assistance and correlate with team leads to resolve complex payroll errors.

WORKED IN **Yaty Art Room, Bangalore**  
(February 2021– September 2021).

### Roles & Responsibilities

- Responsible for the full cycle of recruitment of professionals at different levels
- Responsible for daily operational matters, leaves and attendance management.
- Coordinate the interview with the respective department and complete documentation.
- Handling all the queries of the employees. Be it related to Salary, Leaves, and Attendance etc.
- Managing the Asset and related risks.

## **STRENGTHS:**

- ❖ Good reasoning skills and have a team work spirit.
- ❖ Ability to co-operate with people.
- ❖ Willingness to learn things quickly.
- ❖ A fast learner with good communication skills.
- ❖ Keen in learning new things and implementing the same.

## **COMPUTER KNOWLEDGE**

- ❖ MS Office.
- ❖ Social media management
- ❖ E-mail Drafting, E connections

## **EDUCATION QUALIFICATION:**

### **BBA | BACHELOR IN AVIATION MANAGEMENT**

**St. Antony's School of Management Studies**  
**2017-2020**

**HSE**  
**KERALA STATE**  
**2015-2017**

## **PERSONAL DETAILS:**

<b>Nationality</b>	<b>: Indian</b>
<b>Sex</b>	<b>: Female</b>
<b>Marital Status</b>	<b>: Married</b>
<b>Hobbies</b>	<b>: Reading, Listening Music &amp; Traveling. Permanent</b>
<b>Address</b>	<b>: Thevalathil (H), Peringuzha, Perumballoor (po)</b> <b>Muvattupuzha, Ernakulam - 686673</b>
<b>Date of Birth</b>	<b>: 28/02/2000</b>
<b>Languages</b>	<b>: English, Malayalam, Hindi, &amp; Tamil</b>
<b>Passport No.</b>	<b>: P9834541</b>
<b>Visa Status</b>	<b>: Visit Visa</b>
<b>Visa Validity</b>	<b>: From 18/11/2021 to 90 days</b>

## **DECLARATION:-**

**I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.**

**Place: Sharjah,UAE**

**Date:- .....**

**PARVATHY RATHEESH**