

## ATHIRA A G

Seeking a career to utilize my knowledge, experience, and personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.



athirageetha7@gmail.com

+971506796773

Al Ain, Abu Dhabi

28 July 1994

linkedin.com/in/athira-a-g-b7aa0b151

## WORK EXPERIENCE

### HR Executive

Iroid Technology (Irohuh Infotech), Ernakulam, Kerala,  
12/02/2020 – 15/02/2021

#### Responsibilities

- Coordinating interviews with hiring managers.
- Performing in-person and phone interviews with candidates
- Continually educate employees on company policies.
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have.
- Serving as a liaison with employment agencies and other companies for providing placement assistance to interns.
- Managed the leave and attendance system.
- Responsible for creating and maintaining data entry information into the company database.

### HR Executive

MaRRSS STEM EDUCATION  
Ernakulam, Kerala, 19/11/2018 – 20/01/2020

#### Responsibilities

- Coordinating interviews and document verification.
- Performing interviews employee work assessment and grievance management.
- Employee payroll management.
- Management of employee leaves and attendance.

## EDUCATION

### MBA (HR & Operations Management)

G. Karunakaran Memorial Co-operative College of Management & Technology (2019) Trivandrum, Kerala  
Marks 72%  
University of Kerala

### BBA

Vigyaan College of Applied Sciences (2016) Trivandrum, Kerala, Marks - 70 %  
University of Kerala

### HSC

Govt. Girls Higher Secondary School Peroorkada.  
Trivandrum, Kerala, Marks - 70 %

### SSC

Govt. Girls Higher Secondary School Peroorkada (2011),  
Trivandrum, Kerala, Marks - 76 %

## LANGUAGES

English	<div><div></div></div>
Hindi	<div><div></div></div>
Malayalam	<div><div></div></div>
Tamil	<div><div></div></div>

## SKILLS

Recruitment	Training and Development
Employee Relations	Communication skill
Decision making	

## ACHIEVEMENTS

- Co-ordinated South Indian Management Meet "CENTELLA 2K18" for PG level. (2019)
- Co-ordinated South Indian Level Inter Collegiate Management Fest "PEGASUS 2K18" exclusively for UG students. (2019)

## PROJECTS

- "Productivity Improvement by Work Study Analysis" at Terumo Penpol pvt ltd, Trivandrum, Kerala (2019)
- "A Study on Performance Appraisal" at Communication and Capacity Development Unit (CCDU), Trivandrum, Kerala (2016)

## INTERNSHIPS

- HANTEX (Kerala State Handloom Weavers Co-operative Society Limited, Trivandrum) (05/2017 - 06/2017)
- Model Finishing School, Trivandrum (Employability Enhancement) (09/2017 – 10/2017)

## **CERTIFICATES**

Certificate in Electronic Office (C- DIT)  
*Under Government of Kerala*

## **REFERENCES**

**Mr. Manoj Kumar** (Director/Ownership)  
Tawam Fibre Glass LLC, Abu Dhabi,UAE  
Contact No. 0501503442

**Ms. Athira A** (HR Manager)  
Iroid Technologies, *Ernakulam, Kerala*  
Contact No. 9895569411

**Ms. Gowri M** (Director)  
GKM Co-operative College of Management &  
Technology,*Trivandrum, Kerala*  
Contact No. 9605519385

## **DECLARATION**

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

**Al Ain, Abu Dhabi**

**ATHIRA A G**

## **INTERESTS**

Reading

Drawing

Tutorial