

VEENA G

HR Assistant

CONTACT

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SKILLS

Project Management Recruitment
Strong Decision Maker
Complex Problem Solver Innovative
Service Focused
Curriculum Development

LANGUAGES

ENGLISH | HINDI | TAMIL | MALAYALAM

SUMMARY

Seeking a challenging and innovative position in a firm that will maximize the opportunities for me to implement my skill set and knowledge as well as use my capabilities in the best way possible so that I can enrich my skills and aid the development of the firm I work with.

WORK EXPERIENCE

Department Head Oct 2021 - Mar 2023
NAHER ARTS AND SCIENCE COLLEGE ,KANNUR,
KERALA

- Create and implement yearly department development plan.
- Regularly evaluate teaching methodologies used within the department.
- Ensure students growth and achievements .
- Organize extra curricular activities related to the subjects.

HR Assistant Jun 2018 - Oct 2019
AARADYAA PRIVATE LIMITED, ,
CHENNAI,TAMILNADU

- Assisting with day to day operations of the HR functions and duties
- Providing clerical and administrative support to Human Resources executives.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Communicate with public services when necessary

ASSISTANT PROFESSOR DEPARTMENT OF MANAGEMENT STUDIES Jan 2015 - Jan 2018
ITM COLLEGE OF ARTS AND SCIENCE ,
KANNUR,KERALA

- Led and prepared lectures for the management related subjects.
- Advised more than 120 undergraduate students for their curriculum management and professional objectives.
- Participated in the university evaluation process.
- Timely review the students academic performance through workshops and examinations.

NODAL OFFICER Jan 2017 - Jan 2018
ITM COLLEGE OF ARTS AND SCIENCE,, KANNUR,
KERALA

- Coordinate and supervise such statistical activities in the Central Government or the State Government Administration, as the case may be, in which he is designated, and shall exercise such other powers and perform such other duties, as may be prescribed.
- Developed and maintained courteous and effective working relationships.
- Coordinate the admission procedures and other admission related activities with university.

EDUCATION

MBA: HUMAN RESOURCE MANAGEMENT
SHREEDEVI INSTITUTE OF
TECHNOLOGY,MANGALORE

Aug 2012 - Sep 2014
69%

BACHELOR OF COMMERCE:
COMMERCE(FINANCE)
PRNSS COLLEGE,MATTANNUR,KANNUR,KERALA

Aug 2009 - Aug 2012
73%

CONFERENCES /WORKSHOPS PARTICIPATED

- Participated in India International Travel Mart, Bangalore (2022)
- Participated in the workshop conducted by Kannur University on Academic writings and publications
- Active Participant in faculty Development Programme on "Motivating the Motivators" Conducted by Institute of Technology Mayyil 2015
- Participated in HR conclave on Emerging trends in Managing Human Resources Organized by Sahyadri College of Engineering Mangalore, 2013

REFERENCE

Available Upon Request