

M. ASWATHI ASHOK
Email: maswathiashok@gmail.com

Ph: +974 31006389

I am Aswathi, completed Masters in Business Administration with HR & Marketing majors have been looking for a position with a company that will make the use of most of my knowledge and skills. As a HR major, I am well conversant in assisting with recruitment efforts and other support services that the position of an HR Associate demands.

I have a complete understanding of recruiting process and procedures and processing for new hires and able to work professionally during the interviewing process. Moreover, I am highly skilled in creating and delivering presentations in the most professional way. My internships relating to my course curriculum in HR department of various organizations has polished my skills in providing administrative support to the HR department. There, I gained valuable knowledge in:

- ✓ Screening resumes and pulling the most relevant resumes from the applicants
- ✓ Preparing a variety of HR and management reports and documents
- ✓ Maintaining files and electronic records confidentially
- ✓ Understanding of requested Recruiting profile
- ✓ Solid interview skills
- ✓ Basic understanding of recruiting sourcing processes and organization and tools
- ✓ Assisting and completing the recruitment process
- ✓ Maintaining calendars and meeting schedules.

I would appreciate you taking out the time to review my application for this HR Associate position. Thank you very much for your consideration.

Sincerely yours,
M. Aswathi Ashok.

PROFILE

Exceptional communicator with a brilliant educational background in HR Management and ability to handle HR work in a professional manner. Acute understanding of the importance of internal and external communication protocols and proficient in comprehending and analyzing the information derived from Human Resource documents with the profound ability to oversee recruitment efforts and ensure employees retention. I aim at making a sound position in corporate world and work enthusiastically in team to achieve goal of the organization with devotion and hard work.

ACADEMIC QUALIFICATION

- ✓ MBA - HR & Marketing majors (2018)
- ✓ BBA - with Computer Application (2014)
- ✓ X11 - CBSE (2011)
- ✓ X - CBSE (2009)

EXPERIENCE AND ADD ON COURSES

- 1+ year(S) of experience as HR assistant in Qatar.
- Certified in Tally for Accountant
- Knowledge in MS Office
- Attended a two day workshop on Digital Marketing conducted by IIM Calcutta held at JBS.

PROJECTS UNDERTAKEN

- Internship at Dana HyperMarket Qatar.
- Project been done on Stress impacting Work-life balance of employees in an organization.
- Industrial Training in Saint Gobain , SEPR Refractories.
- Internship at Rane TRW Steering Systems Limited.
- Completed a project on the study of consumer behaviour towards FMCG products.

PERSONAL PROFILE

Date Of Birth : 19th August 1993
Sex : Female
Marital status : Married
Husband's name : Abhilash Kinayath
Languages known : English, Malayalam, Hindi & Tamil.
Nationality : Indian
Visa Type : Husband's sponsorship.
Passport no : L5491260

DECLARATION

I , M. Aswathi Ashok hereby declare that the above furnished information is correct and true to the best of my knowledge and belief.

M. Aswathi Ashok.

Place: Qatar