

Customer-Focused HR Executive Specializing in Policy Review, Talent Acquisition, and Strategic HR Management



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ADITHIYA BOSE

Customer-Focused HR Executive Specializing in Policy Review, Talent Acquisition, and Strategic HR Management

Skills

Core HR Skills

Content Review and Compliance, Project Management, Data Analysis, Language Proficiency, MS Office, High Judgement and Discretion

Languages Known

Work

HR Executive at Monsoon Empress Hotel, Kochi, Kerala, India – Apr 2023 - Current

- Led comprehensive reviews of HR policies and training modules, ensuring full compliance with industry standards.
- Directed projects aimed at enhancing HR processes and integrating technology for optimal efficiency.
- Collaborated with cross-functional teams to devise and implement effective employee relations strategies.

HR Intern at Reliance Jio Infocomm Ltd., Kochi, Kerala, India – Oct 2022 - Mar 2023

- Facilitated the recruitment process, including candidate screening and interviewing.
- Ensured compliance with company policies and regulatory standards through structured workflows.
- Analyzed data and generated reports to aid HR decision-making.

Education

Master of Business Administration (M.B.A.) in Business Administration from University Institute of Management, Kerala University – 2020 - 2022

- Courses included Strategic Performance Management and Effective Business Communication.

- Enhanced skills in strategic planning, data analysis, and business communication, essential for effective HR management.

Diploma in Financial Accounting (DIFA) in Financial Accounting from G TEC Computer Application, Kerala - 2019

Bachelor of Commerce (B. Com.) in Commerce from Kuriakose Elias College, Mahatma Gandhi University - 2019

Plus Two (Commerce) in Commerce from St. Marys Higher Secondary School, Thekkady - 2016

10th / Secondary School Leaving Certificate in General Education from Amalambika Convent English Medium School, Thekkady - 2014

Additional Information

Global and Indian Socio-Cultural Contexts

Demonstrated strong understanding of global and Indian socio-cultural contexts, significant for effective content policy review.

Working Effectively in Fast-Paced Environments

Proven ability to work effectively in fast-paced and dynamic environments, ensuring maximum productivity.

Commitment to Continuous Learning

Dedicated to continuous learning and staying abreast of industry best practices, contributing to ongoing professional growth.