

RENITA ALOYSIUS

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PROFESSIONAL SUMMARY

I want to secure a job in a field that would allow me to grow and challenge my abilities and push my boundaries to explore new things. I want to work in an environment where working and learning would go hand in hand. I want to provide the best as per the requirement and regulations of the company.

WORK EXPERIENCE

KALMIN HEALTHCARE

HR & Beneficiary Administrator

April 2021 to Present

Role as HR

- *Recruiting and Hiring the right candidates and maintaining employee records*
- *Process Payroll*
- *Handling and Controlling disciplinary actions*
- *Maintain Employee Records*
- *Providing training, Support, and Counselling to employees*
- *updating company policies*

Role as Admin

- *Vendor Management*
- *Generating invoices for vendors*
- *Filing GST, ITR, etc*
- *Maintaining stock in and stock out records*
- *Handling expenses for Office and Factory*
- *Maintaining employee attendance*
- *Handling office paperwork*

SK ENTERPRISE

Office Administrator

2019 to 2020

- *Handling Clients*
- *Responding to phone calls and emails*
- *Handling and storing paper works in digital and paper form*
- *Handling company-related documents and paper works*
- *Scheduling meetings and Handling diaries*
- *Liaising with suppliers and contractors*
- *Liaising with staff in other departments, e.g. finance, HR*

Ticket2Careers

HR Recruiter-Intern

2019 to 2019

- *Interning at the organization*
- *Screening, Shortlisting and Hiring candidates as per the job description provided by companies*
- *Maintaining records, the Contact information of the candidates*
- *Storing data and resumes of candidates*

McCann

intern

2018 to 2018

- *Intern for an Ad Agency*
 - *Learning to conduct day-to-day project coordination and implement them across multiple teams across the organization*
 - *Creating functional and technical applications and documents*
 - *Handling clients and their requirements in respect to product design and packaging*
 - *Conducting market research and creating reports on competitors*
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EDUCATIONAL BACKGROUND

Kristu Jayanti College

Bangalore

Bachelor's Degree in Arts

2019

Triple Majors in Journalism, Psychology, and Computer Science

Project on Application developed for "revision of study material" (Visual Basic)

Internship in Advertising and Digital Media

Bishop Cottons Women's Christian College

Bangalore

Pre-University in Arts

2016

Arts Stream focusing on History, Economics, Psychology and Political Science

The Cathedral High School

Bangalore

School

2014

Commerce Stream Focusing in Commerce, Economics, and Home Science

VOLUNTEER WORK

Volunteer Event Coordinator

Corporate events

Making sure the arrangements that are made by the company for the event are in place as planned

Volunteer Teacher

Shikshan Habba - 2019

Visiting government schools and teaching children about awareness like the importance of washing their hands, etc.

SKILLS & PROFICIENCIES

- Computer skills - HTML, JavaScript, CSS, VB, MS Office (Word, Power Point, Excel)
 - Listening skills - Note-taking, Organization
 - Data analysis - Data Management, Data Mining
 - Professionalism - Strong work ethic
 - Copywriting and copy editing
 - Search Engine Optimization (SEO) and Search Engine Marketing (SEM)
 - Languages known - English, Hindi, Tamil, Kannada
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CERTIFICATE COURSES

- Digital Marketing - 2019
 - JavaScript - 2021
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INTRESTS

- Cycling
 - Trekking
 - Journaling
 - Board Games
 - Local Meetups
 - Baking
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REFERENCES

- Preethi D'Silva
Ticket2Careers - 96119 88271
 - Sukant Samiyar
Sandcube Analytics - 9035852152
 - Suman Kumar
Medcube Healthcare - 7411002111
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DECLARATION

I, Renita Aloysius, hereby confirm and verify that all the information that is mentioned here, and I take full responsibility for its accuracy and authenticity.

Signature

Date: