



Parinitha G.K

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Qualifications

- B.E (Information Science)
(Visvesvaraya Technological University)
- MBA(Finance and HR)
(Visvesvaraya Technological University)

Recognitions

- Recognized as a 'Star performer' in each quarter
- Received consistent positive feedbacks

Technical competencies

- SAP
- Oracle tool
- MS office Suite
- Share Point
- Calendar Management
- Expense
- Travel Management
- Purchase order Management
- Social Media Management

Testimonial

"Parinitha is very good in what she is doing. Very responsive. Very customer focused. Speedy response. Taking ownership. Very committed to what she is doing. Meticulous in follow up. Very good professional".-

Regional Marketing Director, EGM Oncology

An energetic and hard-working professional with 5+ years of professional experience. A hard worker who is responsive, finding best ways to solve a problem, eager to learn, possessing good communication & negotiation skills. Comfortable in interacting with all levels of the organization. A fun-loving person and team player.

Remote Executive Assistant in Brickwork India - (July 2018 to December 2019)

Experience highlights:

- Successfully providing REA support for a Pharma Marketing, Medical, Patient advocacy and communication, Value and access, LT teams comprising of 4 Worldwide brand directors, 8 Market access Directors, 4 Associate directors, 1 Franchise support and 3 Onsite Admins
- Provided support for complex Admin tasks like end to end Purchase order management and repository creation for Medical Congress
- Managed various calendars and distribution lists for Immunology and Dermatology franchise with 100% success

Professional summary

- PO Management
- Event IDS and CRID/PASGR IDS
- Expense management
- Calendar Management
- Onboarding/ Offboarding
- Intranet and SharePoint
- Distribution list

HR Operations Co-ordinator in OBII KriationZ Web LLP (2016-2018).

Experience highlights: (Employee life cycle)

- New joiner verification (onboarding) and Exit (Offboarding).
- Personal and Job data change.
- Leaves, Letters, Loans.
- Insurance and Benefits.
- Manage Starters/Leavers, inductions/orientations : (manage employee's lifecycle).
- Laptops/desktops/Desk arrangements/Transport arrangements.
- Training and Development.
- Managing guests/vendors/visitors.
- Set up recurring/ad-hoc meetings.
- Manage Team Outings/events.
- Coordinating across teams.
- Business Development (Cold calls).
- Social Media Management.

HR Recruiter in BRANDELEPH (2013-2014) (IT /NON IT Recruitment).

Experience highlights:

- Multiple Location Recruitment.
- Web Based Sourcing/Recruitment.
- Diversity Hiring.