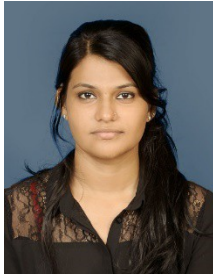


Kopiga Ananthathavam



Profile:

Focused, committed and a dynamic individual.

Key strengths include excellent team work, analytical and problem-solving skills.

Now seeking a challenging job to gain exposure, and be a part of successful organization in a diverse environment where my existing skills and qualifications add value.

University:

Year	Degree	University	%
2014-2017	B Sc Psychology	Ethiraj College for Women, Chennai, India	CGPA (7.03/10)

Academic Qualifications:

1. Currently pursuing M Sc Human Resource Management and Development at Institute of Personnel Management (IPM). The course started on 30/09/2017. Two out of four modules have been completed which included Trade Unions, Collective Bargaining, Contract of Employment, Employee Discipline, Grievance and Redundancy.
2. Completed B Sc Psychology at Ethiraj College for Women, India. The course included Social Psychology, Consumer Behaviour, Organisational Behaviour, Human Resources, Research methods and other subjects.
3. Completed two Case studies for B Sc Psychology.
4. Completed a Research to determine stress levels in students studying particular courses and suggested interventions to overcome stress.
5. Published a Review in an International Journal.
6. GCE Advanced Levels (1 A*, 3 As)

- Biology (A*) Mathematics (A) Physics (A) Chemistry (A)
7. GCE Ordinary Levels (5 As, 2 Bs)
- Biology (A) Human Biology (A) Chemistry (A) Physics (A) Mathematics (A) English (B) French (B)

Other Competencies:

1. Learned sign language for a month at Nuffield School for the Deaf and Blind, Kaitadi, May 2015.
2. Currently pursuing a Diploma in Forensic and Criminal Psychology at Colombo Institute of Research and Psychology.

Extracurricular Activities:

1. A member of the Rotaract Club of Ethiraj College for Women, 2014-2017
2. Senior Prefect, Belvoir College International, June 2009 – 2010
 - Organized school functions such as the annual sports meet, prize giving and the choir by heading the team
3. Middle School Prefect, Belvoir College International, June 2007 – June 2008
4. Captain of Rugby House Netball team. Won the Inter House Tournament, 2007
5. Performed my Bharathanatyam Arangetram, November 2006, for which the Chief Guest was Professor S. Sandrasegaram (Colombo University)
6. Primary School Prefect, Belvoir College International, June 2003.

Work Experience:

1. Previously worked at Envoy Ortus as Junior Executive – HR. My duties were:
 - Coordinating interview process and recruitment process
 - Issuance of appointment letters and induction formalities
 - Conducting job analysis-reviewing job descriptions and job specifications
 - Processing monthly payroll
 - Maintaining leave records of all employees
 - HRIS management and record keeping

- Developing Group HR policy, procedures, and strategic plans
 - Responsible for following all quality policy standards
 - Handling grievance process and exit interviews
2. Currently working as Business and Communication Executive for Pura Luxury Resorts and Villas by Ideal Developments (Canada).

Personal Profile:

Date of Birth : 25 – 04 – 1992

Nationality : Sri Lankan

National Identity Card No: 926160850V

Languages: English, Tamil, Sinhalese, French

References:

Ms. HariPriya

Lecturer – Ethiraj College for Women

Phone –00919790809659

Ms. Vaishnavi

Former Lecturer – Ethiraj College for Women

Phone- 0091996218449