



**BEENA. N**

**Mobile: 9629806706**

**Mail id: [beenananjundan@gmail.com](mailto:beenananjundan@gmail.com)**

### Professional Summary

A dedicated HR Administrator with 7 years of comprehensive experience in Front office, Admin and recruitment activities. Proven track record of enhancing hiring processes, improving employee retention, and fostering a positive workplace culture. Committed to aligning HR strategies with organizational goals to drive organization success.

### Employment:

#### Administrative Officer

VG Institute of Paramedical Sciences      December 2017– 30.06.2025

- \* Responsible for all Front office duties.
- \* Internal Hiring–Screening, Shortlisting and initial interview process
- \* Onboarding staff with initial Orientation program
- \* Organizing Academic Oriented Programs.
- \* Preparing MOU with Hospitals for student Academic training program.
- \* Scholarships for students.
- \* Maintaining student accounts and records.

#### **Administrative Officer (05.01.2004–31.05.2007)**

Vidhyaa Vikas Matriculation Higher Secondary School, Tiruppur

### Internship:

- \* One month internship in Dietary in KG Hospital, Coimbatore

### Achievements

- \* Recognised by the management through appreciations at VG Institute of Paramedical sciences

### Key Accountabilities Admin:

- \* Point of contact for all students information and grievance redressal.
- \* Have assisted the Management in resolving students complaints and maintaining smooth conduct of daily activities.

#### Computer Knowledge:

- \* Proficient in basic use of MS Office (Word, Excel and PowerPoint).
- \* Internet usage for Data research.

#### Personal details:

DOJ: 5th Mar 1983

Gender: Female

Status: Married

Nationality: Indian

Languages: English, Tamil

Address: No.3/30, Netaji Nagar, Narasimmanaickenpalayam, Coimbatore-641031

#### Education:

M.B.A (Human Resource) August 2010

Bharthidasan University, Tiruchirapalli

B.Sc., (Clinical Nutrition & Dietetics/Catering Management)

August 2000– May 2003

Avinashilingam Deemed University, Coimbatore