[**Sreenath.19234@2freemail.com**](mailto:Sreenath.19234@2freemail.com)  **Sreenath**

Dated: 18.04.2015

**The HR Manager**

Dear Sir,

I am very interested in talking about employment as **Executive-Human Resource with a prestigious organization such as yours** and hope you will give my candidacy strong consideration. I feel I have the necessary skills and interest to be an excellent contributor to your organization, and would like the opportunity to demonstrate this through a personal interview with your recruiter. My resume is enclosed for your reference.

As a highly motivated professional, I enjoy the challenge of complex, demanding assignments. In addition I possess a hard-working ethic in pursuit of excellence, superior organizational and managerial skills, and team building talents, resulting in high goal attainment. I am both persuasive and capable of developing rapport and trust, as well as experienced in influencing the attitudes and ideas of others.

**I have strong evaluation, planning, and leadership skills. I also have the motivation and drive to be an asset to any company.** I consistently present a high profile, professional demeanor, complemented by a positive, "can-do" attitude.

Though my resume is detailed and comprehensive, it cannot fully demonstrate the manner in which I have achieved success. Character, personality, and the ability to work in a team environment can be evidenced in a personal meeting.

I welcome the opportunity to elaborate on how I could make a substantial contribution to your organization. I look forward to talking with you soon.



**HUMAN RESOURCE MANAGEMENT PROFESSIONAL**

**Human Resource Supervisor**

Highly talented and creative **Human Resource Management professional** with over 6 years of quantifiable experience in Human Resource & as HR Generalist**.** Recognized for taking a leadership role in support of top management with **exceptional work ethics** and commitment to organizational objectives. Strong skills in effective communications attentive listening & Strategic problem-solver. Persistent & cooperative team player with a track record of consistently exceeding objectives and contributing to company's growth and success. **Currently seeks career advancement within dynamic, high growth organization that welcomes fresh ideas, initiative, dedication, and experience; demanding excellence in consistently meeting company objectives.**

# *KEY CREDENTIALS: -*

|  |  |  |
| --- | --- | --- |
| * *Payroll Administration* | * *Recruitment & Selection* | * *Employee Relations & Welfare* |
| * *Compensation & Benefits* | * *Training & Development* | * *Statutory & Labour Relations* |
|  |  |  |
|  |  |  |

# *CAREER PROGRESSION: -*

**ITC FORTUNE HOTEL THE SOUTHPARK,** TRIVANDRUM, INDIA

**HR Supervisor** (HR Generalist) 10th Feb 2014 to 07th April 2015

**RECRUITMENT & SELECTION**

* Internal Recruitment (internal ITC portal).
* External Recruitment (consultancies, Naukri Account, References).

**COMPENSATION & BENEFITS**

* Preparation of LTA (Leave Travel Allowance).
* Medical & Education Reimbursement.
* Sanctioning of the Company & Festival Loans as per Company Norms.
* PL leaves Encashment.

**STATUTORY & LABOR RELATIONS**

* Renewal of Food Safety Sanitary License under FSSAI Act.
* Renewal of Labor License.
* Renewal of Corporation (Hotel, Boarding, Lodging & Restaurant; Sanitary Certificate etc)
* Handling monthly contributions of Employees State Insurance, Provident Fund & Labor Welfare Fund.
* Profession Tax (Half Yearly Payments).
* Contract labor Registration as per Labor Laws.
* Joining with Government & Non-Government Bodies to get all legal sanctions for running the property.

**EMPLOYEE RELATION & WELFARE ACTIVITIES**

* Conducting Town Hall meetings.
* Upkeep of the Staff Accommodation.
* Upkeep of staff cafeteria, lockers etc.
* Employee rewards & recognition.

**KRAYONS INTERIOR SOLUTIONS INDIA PVT LTD.** KOCHI, INDIA

**Executive-HR & Administration** 5th May 2011 to 30th Jan 2014

* Payroll Administration
* Handling leave records and attendance system with the HR manager
* Coordinates the use of temporary labor as needed, including maintaining relationships with agency representatives and communicating temporary needs as well as acquiring the contract and obtaining local and HO approvals.
* Provides information related to company history, vision and values, Code of Conduct, benefits, attendance policy, meal and rest periods, and other content contained in the On-boarding Program.
* Assists in the safety effort for facility.
* Key contact person for Health Benefits administrator for the employees

**UDAY SAMUDRA LEISURE BEACH HOTEL** TRIVANDRUM, INDIA

**HR Assistant** (HR Generalist) 15th Jan 2009 to 30th April 2011

* Maintaining personal files of employees and documentation
* Helping employees with insurance claims.
* Producing a monthly company newsletter
* Handling leave records and attendance system with the HR manager

**UDAY SAMUDRA LEISURE BEACH HOTEL** TRIVANDRUM, INDIA

**HR Trainee**  09th Dec 2007 to 31st Dec 2008

***KEY ACHIEVEMENTS: -***

* **Best Employee of the month July 2014 in ITC Fortune Hotel The South Park.**
* **Conducted some key projects to improve our impact on organization performance and culture.**
* **Developed a management of attendance policy which has reduced absenteeism levels in the workplace by 2% year-on-year.**

# *EDUCATIONAL ACHIEVEMENTS: -*

**MBA (HR) - 2013**

Annamalai University Chennai, India

**BSc (Hospitality& Hotel admin) - 2007**

Asan Memorial institute of Hotel Management and catering technology, Chennai

**Diploma in HMCT- 2007**

Asan Memorial institute of Hotel Management and catering technology, Chennai

***COMPUTER PROFICIENCY: -***

Excellent working knowledge of MS Office (Word/ Excel/ Power Point) as well as internet applications.

***LANGUAGE PROFICIENCY: -***

English, Hindi, Malayalam & Tamil.

***TRAINING UNDERGONE: -***

* First Aid and fire fighting
* CPR Certification through Nightingale Life Saving Institute

***PERSONAL STRENGHTS: -***

* Extremely quick in grasping new concepts and ideas, having a very short learning curve.
* Excellent and effective communication, both oral and written.
* Committed to deadlines and schedules.
* Readiness to accept challenges.
* Good team player
* Confident and poised in interaction with individuals at all levels

# *PERSONAL DETAILS: -*

**Nationality:** Indian

**Date of Birth:** 14/04/1986

**Marital Status:** Single

**Visa Status:** Visiting Visa (Valid till 05th July 2015)

***DECLARATION:*** *-*

I hereby declare that the above given information is true and correct to the best of my

Knowledge and belief.