**Objective**

Results focused HR professional, career committed - willing to give my best, through hard work, dedication and expertise, by utilizing my previous experiences.

**Career Summary**

MHRM graduate with more than 1 year of experience in the field of Human Resource Management. Progressive experience in man power planning, recruitment, developing performance management system, creating and managing a variety of employee welfare programs, identifying training needs and delivering employee and management trainings, employee grievance handling, developing and implementing disciplinary policies, final settlement of employees.

**Professional Experience**

**Assistant HR**

**Kelachandra Pipe Industries, Kottayam, Kerala**

**August 2014 to Present**

Joined as HR Executive and Promoted to Assistant HR. Working as Management Representative (MR) of ISO Activities – ISO 9001:2008.

**Positions of Responsibility:**

* Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates.
* Responsible for complete joining and orientation formalities of new employees.
* Organize staff training sessions, workshops and activities.
* Assisting line managers to understand and implement policies and procedures.
* Monitor daily attendance using biometric punching system.
* Administering payroll and maintaining employee records.
* Dealing with grievances and implementing disciplinary procedures.
* Monitor scheduled absences such as holidays or travel and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Responsible for maintaining ISO certification formalities and procedures.
* Participated in job fairs to reduce recruiting costs.
* Provided counselling to employees; resolved employee problems.
* Conducted analyses to find gaps in employment practices and instituted new programs for improving processes and productivity.

**Qualifications**

**PG - Mater of Human Resource Management- (MHRM) – 79 %**

Rajagiri Centre for Business Studies, Kochi

M G University, 2012 – 2014

**BE – Electronics and Communication Engineering – 83.3 %**

UG - B.E (Electronics and Communication Engineering)

Anna University, 2008 – 2012

**Industry Exposure**

* HR project at MRF Ltd, Kottyam for a period of two months.
* HR intern at Optimum Infosystem Pvt Ltd, Bangalore for a period of two months.
* Concurrent field work at Big Bazaar, Central Square, Cochin.
* Industrial visits to Sϋd-Chemie India Ltd - Edayar, GTN Textiles Ltd - Aluva, Steel & Industrial Forgings Ltd (SIFL) and Cochin Port Trust.
* In plant training at BSNL, Kottayam.

**Achievements**

* Attended a national manufacturing competitiveness program ‘Enabling Manufacturing Sector to be Competitive through Quality Management Standards and Quality Technology Tools (QMS/QTT)’ by MSME.
* Participated in ‘Study Mission on Best HR Practices to Kochi Refinery and Synthite Industries Ltd’ organised by Human Resources & Industrial Relations Panel of CII Kerala.
* Participated in a training program ‘Productivity and Team Building’ conducted by Kerala State Productivity Council.
* Attended the 31st NIPM Annual National Conference on ‘Aligning HR for the Triple Bottom Line-People, Planet & Profit’.
* Attended social outbound training programs - Rural Sensitization Camp at Kattapana and Kalypso at Suryanelli.
* Attended Self Awareness Program ‘Vanavasam’ at Peechi, Thrissur
* Secured ‘Best Outgoing Student Award’ for academic period 2008-2012.

**Skill Sets**

* Ability to handle a team
* Punctuality
* Communication and presentation skills
* Problem solving
* Self confidence
* Decision making
* Innovative, Proactive & Dependable

**IT Skills**

* Completed the certified course ‘Master Diploma in Graphical Designing’ – Software’s known – Adobe Photoshop and Corel Draw.
* MS Office Packages
* Internet & e-mail

**Personal Details**

Nationality : Indian

Date of Birth : 1st March 1990

Marital Status : Single

Religion : Christian

Languages : English, Malayalam, Hindi

Hobbies : Dancing, Drawing, Fabric painting, Designing



**Gulfjobseeker.com CV No:** **1481202**