**CURRICULUM VITAE**

**OBJECTIVE:**

To obtain a position of HR and admin with the esteemed Company using a positive attitude, great attention to detail and accuracy, and a desire to succeed in a fast-paced environment to make a difference in the office administrative procedures.

**ACADEMIC DETAILS:**

* Bachelor’s Degree in Electronics and Communication from Calicut University, Kerala, India

**EXPERIENCE PROFILE:**

**Role:** HROC EXECUTIVE **(TECHNOSOFT BANGALORE JULY 2015-OCT 2015)**

* Organizing and conducting of audits
* Updating/verification of incoming HR documents & ensuring it is complete.
* Verify team member information
* Utilize the on-line resources and process pages for fast, accurate information regarding job functions and procedural changes.
* Maintain performance standards, both in production and quality of service
* Serve as a resource to other process team members.
* Knowledge in KRONOS for workforce management applications including HRMS, payroll, time, attendance, absence management and scheduling
* Experience in the process steps like indexing, historical edits,i9
* Verify an employee’s identity and establish that the worker is eligible to accept employment in the United States using I9 Forms.
* Hands on experience in Share point 2010 for uploading reports
* Reports generation and tuition letters.
* Ensure all employees are paid accurately and timely with the correct withholdings and deductions, and that the withholdings and deductions are remitted in a timely manner using payroll and historical edits.

**Role:** HR ASSISTANT **(FLOREAT KOCHI APRIL 2013-APR 2014)**

Organizing and planning essential central services such as reception, security, maintenance, mail, as well as the day to day running of the office.

**Duties:**

* Organized the set-up of all Office meetings
* Responsible on day basis for administration and coordination of scheduled training activities
* Maintaining suitable and sufficient office stationary levels.
* Supporting of iso audits.
* Establishing stationary requirements for the Office.
* Resourcing of candidates and appropriately advertising for and recruiting place-able staff.
* Updating databases with confidential and relevant information.
* Sourcing candidates C. V’s from various job boards or other media sources
* Arranging interviews and confirming interviews by email.
* Coordinating and communicating activities for the Office, including all employee events.
* Distributed pay slips on a weekly basis
* Managing incoming telephone calls, screening calls and directing them to the appropriate parties.

**ADMINISTRATIVE SKILLS:**

* Ability to organize personal work priorities
* Knowledge of filing and updating records
* Adept at making travel and accommodation arrangements
* Ability to work independently and as part of a team
* Excellent organizational skills
* Expert in handling office equipment
* Demonstrated ability to remain self-motivated at all times
* Able to manage stress timely and effectively
* Flexible in working hours

**TECHNICAL SKILLS:**

* Demonstrated ability to use Microsoft Office applications
* Knowledge of creating and managing spreadsheets
* Skilled at researching online information for providing support to different departments
* Unique ability to prepare and present seminars using PowerPoint and multimedia tools
* Adept at using social media in order to create and maintain company’s presence
* Proficient in using the Internet. Email and search engines
* Basic knowledge about CASE tools
* Release of information relating to systems upgrades and changes to processes
* Ability for providing system training to HR and non-HR users

**SOFTWARE SKILLS:**

|  |  |
| --- | --- |
| **Operating Systems** | MS Windows XP/Windows 7 ,8,10 |
| **Programming Languages** | C/C++,SQL,HTML |
| Packages | MS Office(Excel, Word, Outlook, Power Point) AutoCAD |
| Database | SQL, ORACLE 10g, ORACLE 11g, MS Access, People soft,SAP |
| Hardware skills | Installation, assembling of office computers |

**STRENGTHS**

* Self Confidence & hardworking.
* Quick learner
* Patience and sincerity
* Adaptable
* Determination, and dedication
* Teamwork

|  |  |
| --- | --- |
| **PERSONAL DETAILS** |  |
| Date of Birth | : 31-July-1991 |
| Nationality | : Indian |
| Marital status | : Married |
| Languages Known | : English, Hindi, Malayalam |
|  |  |

****

 **Gulfjobseeker.com CV No:** **1521666**