**CURRICULUM VITAE**

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**OBJECTIVE**

To secure a creative and challenging position with a personally managed group, a position this will utilize my practical and theoretical experience. To apply my knowledge and planning skills this will provide opportunities for professional and personal growth.

**ACADEMIC QUALIFICATION**

1**.** MBA (HR & MARKETING) **:** NIBM Chennai (2006 – 2008)

2. BSC (CHEMISTRY) **:** Govt.Victoria College, Palakkad, University of Calicut (2003 – 2006)

3. 12TH (SCIENCE) **:** Kendriya Vidyalaya, Pangode, CBSE (2003)

4. 10TH **:** Kendriya Vidyalaya, Pangode, CBSE (1997)

**TECHNICAL EDUCATION**

**Diploma in office automation** **:** LCC Computer Education (Calicut University)

**SOFTWARE:** Hot soft, PMS IDS, WIN HMS

**Professional Training :**  As Management Trainee at Ajax Management Consultants Pvt. Ltd.

**Course** **:** Advance Diploma in HR Management

**Duration** **:** 1 Month

**During my training at Ajax Consultant, I was given exposure to the following areas**

**Recruitment**

1. Searching the database/web/jobsite to source out the required resume/co.

2. Speaking/ emailing to the screened / short-Listed resumes and checking their availability and interest.

3. Sell and forward the interested candidates resumes to client against requirement with the help of senior

Recruiters (recruitment teams).

4. Exposure of handling three vertical IT, ITES & NON IT recruitment.

5. Maintain excellent resume to interview conversion ratio.

6. Training the candidates on interview pattern and interview tips for all the rounds of interview.

7. Making Cold calls & Head-Hunting.

8. Co-ordinate interviews effectively and makes the event happen.

**HR Generalist**

1. Taking care of joining formalities of the employees.
2. Co-ordination with the new joiners of the internal employee.
3. Issuing offer letters and explains the salary details.
4. Employees’ relationship.
5. Handling exit interviews.
6. PMS System of the employees.

7. Processing employee PF, ESI, Med claim & other employment registration forms.

**Payrolls**

1. Taking Care of Complete Staff Data Base.
2. Pay-roll processing with regards to Labor laws.
3. Monitoring PF, ESI, PT Calculation, Remittance, fillings, etc.
4. Taking care of routine Tax planning Co-ordination for the employees.
5. Monitoring relieving procedure and settlement & general administration related work and employee co-ordination.
6. Marinating the contract employee details.

**WORK EXPERIENCE**

1. **Company Name : Ashly Aluminum Traders**

Location **:** Kollam

Designation **:**  Branch in charge

From **:** 28/08/2006 to 30/08/2009

**Job Profile**

Looking after branch day to day activities, administration work, motivating the sales force for achieving the set sales target .Implementing policies from time to time, handling grievance .Handling customers needs and queries, managing recruitment process , liasoning with various Govt.Authorities ,performance appraisal ,MIS reports ,direct reporting to MD, attendance keeping ,managing leave, bottom -up approach ,salary management, taking exit interviews, competency mapping. Maintaining effective employee’s retention policies.

**2. Company Name : Fortune hotel The South Park, Trivandrum by ITC**

Location **:** Trivandrum

Designation **:** Personnel Manager

From **:** January 2010 to 6/4/2011.

**Job Profile**

Looking after entire Hr department day to day hr related activities, Salary Preparation, PF, ESI, labor, Bonus, Recruitment ,PR , looking after 125 Staffs in the organization. Employees engagement which includes employee of the month, HR Quiz, taking exit interview, HR counseling arranging necessary training for employees, attendance keeping, maintaining effective employees retention policies, handling grievance.

**3. Worked as HR Manager with Lake Palace Resort Alapuzha from 15th July 2011To April 2012.**

Location **:**  Alapuzha

Designation **:** Manager-HR

From **:** 15th July 2011 to April 2012

**Job Profile**

Taking Care of entire HR Gamut, HR Generalist, Payroll, Labor**,** Core HR, Looking after more than 250 employees of the resort, Union.

**4**. **Presently working as Manager-HR with Thomas Hotels & Resorts (Managed by JHMI US based Company) in Trivandrum from 2nd may 2012 onwards.**

* Responsible for recruiting, screening, interviewing, performing reference checks and coordinating department interviews for management and hourly candidates while maintaining the applicant flow logs to ensure quality hires and compliance with national, State and local laws and regulations. Manage the employment process from recruitment to hiring, including Visa application and related advertising and documentation.
* Prepare information and input for the salary budgets. Ensure compliance to the approved salary budget; give focus on performance and salary benchmarks where available. Ensure adherence to corporate guideline on salary adjustments and promotions. Coordinate increments and promotions of all staff. Assist in the competitive wage & benefit survey annually.
* Coordinate the design, implementation and administration of human resource policies and activities to ensure effective utilization of human resources for meeting the company’s objectives.
* Manage and implement the various employee relations and in-house training programs to ensure consistent administration & reduce turnover, provide open communications and promote a positive and pro-employee work environment. Advocate the Guarantee of Fair Treatment Policy.
* To manage, direct and monitor the employee housing assets of the company, perpetuating an environment that is profitable, while meeting all health, safety and sanitation needs.
* Responsible for payroll processing.
* Supervise the administration of employee benefit programs.
* Conduct management and employee orientation to introduce the employee to the hotel/company and ensure the appropriate information is disseminated & the appropriate forms are completed & processed: to include but not limited to, new hire forms, the completion of immigration reform & control act forms, tax forms, benefit enroll forms & an overview to the Employee Handbook and employee policies.
* Conduct exit interviews, track trends and complete turnover report in an accurate, timely manner.
* Maintain employee records, files and the Human Resource office systems. Compile various corporate and property reports to provide management with accurate information and comply with corporate policies and procedures as well as government laws and regulations.
* Position the hotel as the "preferred employer" in the area by maintaining strong community relations with referral agencies to maintain strong applicant flow. Work with local agencies to obtain OJT, TJTC or wage free labor.
* Handling all industrial relations issues.
* Keep employee bulletin boards current, including, but not limited to: post memos, pictures of employee events, loss prevention materials

**Extra Curricular Activities:** Reading books, Traveling, Driving, Cricketer

**PERSONAL DETAILS**

Date of Birth **:** 12-02-1982

Nationality **:** Indian

Language Known **:** English, Hindi, Tamil, Malayalam

Marital status **:** Married

I HERE BY DECLARE THAT ALL THE STATEMENTS MADE IN THIS BIODATA ARE TRUE TO BEST OF MY KNOWLEDGE**.**

**Place:**

**Date:**