**REJIN**

**Career Objective:** To work in an organization where I can learn, assimilate and apply my knowledge for the

betterment of the organization

**PROFESSIONAL PROFILE**

Young, Vibrant & Committed individual **graduated in Commerce** with **Post Graduation Diploma in Human Resources and Finance from Bharathiyar University**, having experience in Human Resource Management Functions which entail Payroll & Compensation, Statutory Compliances & Benefits.

**PROFESSIONAL EXPERIENCE**

***Experience:***

## October 2013 – January 2016

Working as HR Executive at **KVR Auto cars Pvt. Ltd**. Authorized dealer of **Maruti Suzuki India Ltd**.Head Office, an Automobile Industry.

***Expertise:***

* Conducting Campus Recruitment
* Maintaining DMS (Maruti Official Site).
* Conducting Interviews
* Company Promotional Activities
* Company License and Renewal Procedures.
* Maintaining & Updating Manpower List
* Joining Formalities
* Preparing Salary Memo’s of newly appointed Employees.
* Resignation and FFS Formalities.
* General Administration (Book Keeping and Filing & Grievance Handling of employees).
* Tax Payment of Both Branches and HO.
* Sending Absconding Letters& Termination Letter.
* Exit Interviews [Either Forms / Direct].
* Back Ground Verifications.
* Leave Management of Both Branches and HO.
* Punching adding of employees.
* Bank Account Opening of Newly selected Staff.
* Company Registration Renewal Procedures.
* Attrition and Retention Preparation.

**Works Related to PF**

* PF Adding
* PF Settlements
* PF Monthly ECR Creation & challan
* PF Transfer
* Handling PF Inspections

**Works related to ESI**

* Adding employees in to ESI portal
* Issuing temporary ID Cards
* Creating monthly challan

**Works related to Gratuity**

* Updating Gratuity Database
* Preparing and sending of Gratuity claims to eligible employees

**Works related to EDLI**

* Preparing list of employees comes under EDLI
* Monthly updation of EDLI List and Yearly Renewal.

***Other Activities:***

* Interacted with teams/ individuals as part of formal/ informal groups so as to feel the pulse of the organization and bring about changes/ improvements.
* Assisting and formulation in HR policies, Standard Operating Procedure (SOPs).
* Employee’s welfare activities

**EDUCATIONAL QUALIFICATION**

**Post Graduation :** Master of Business Administration **(MBA)**

Specialization **: HR & FINANCE**

Year : 2011-2013

Institution : Maharaja Arts and Science College, Coimbatore

University : **Bharathiar University**

**DEGREE** : Bachelor of commerce **(B.COM - FINANCE)**

Year : 2008-2011

University : **Calicut University**

**H.SC.**

Year : 2006-2008

Board : **Central Board –Kerala.**

**S.S.L.C**

Year : 2006

School : K.V.R high school, shoranur

Board : **Central Board –Kerala.**

**COMPUTER SKILLS**

* Operating System : Window XP
* Package Known : Ms Office, Basics & Internet
* Tally7.2

**PERSONAL DETAILS**

* Date Of birth : 02nd June, 1990
* Languages known : Malayalam, English, Hindi, Tamil
* Marital Status : Single