# CURICULUM VITAE

# RIJO RAJAN

***Objective***

## Aspiring to work in an organization of repute that offers a challenging carrier where I can carve a niche for myself and effectively deliver towards contributing to the organization’s targets and goals.

### Personal & Career Abstract

* Highly motivated & self-confident with an ability to learn and adopt new technologies
* A company oriented professional with experience in recruiting, staffing, payroll & administration
* Capable, result oriented professional with ability to work independently as well as a team member
* Ability to represent the Human Resource function as part of the bigger business picture
* Examples of adding value as both an individual contributor and active team member
* Able to work under pressure and meet deadlines with efficiency
* Good inter-personal relations and communication skills

### Professional Experience

**Kerala, India**

*(A heritage resort situated at the back waters of Kerala.)*

**Designation: HR Executive (*March 2015 – Feb 2015*)**

* Oversee overall HR, financial management, planning, systems and controls.
* Recruiting staff - this includes, determining staffing requirements developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.
* Preparing letters such as offer and confirmation
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Manage staff, preparing work schedules and drafting duties & responsibilities.
* Identify training and development opportunities.
* Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
* Provides advice and assistance to supervisors on staff requirement.
* Recording, maintaining and monitoring attendance to ensure employee punctuality
* Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment and full and final settlements
* Handling the payroll
* Nurture a positive working environment
* Compile and update employee records (hard and soft copies)

# SUPREME SUPPORT SERVICE, NATO BASE, Afghanistan

*(A leading Supply Chain company supporting NATO)*

**Designation: HR Assistant (*May 2011 – January 2015)***

* Ensure Human Resources Services, as well as Company Policies and Procedures are effectively communicated across all junior levels.
* To oversee employees concerns and issues and resolve them.
* To assist in recruitment process.
* Liaise with recruitment agencies.
* Set up interviews and issue relevant correspondence.
* Process new hire paper work and ensure all necessary documents are completed.
* To perform all HR related clerical and administration jobs.
* Provides payroll information by collecting time and attendance records.
* Maintains employee information by entering and updating employment and status-change data.
* Administer HR-related documentation, such as contracts of employment.
* Compile and update employee data base.
* Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time
* Welcomes new employees to the organization by conducting orientation.
* Meet with junior level staff in all locations to ensure staff  have an avenue to raise concerns and issues.
* Leads by example, in setting standards for communication between staff management and clients.
* Advise and Assist with disciplinary, performance and personal counseling.
* Provide Human Resources support and advice to staff, acting as an intermediary between the company and staff in site locations such as the forward Operating bases.
* To resolve every conflicts between the employees.

# The Muthoot Plaza, Kerala, India

# (5 star classified business class hotel)

**Designation: Banquets Coordinator (*June 2007 – April 2011)***

* Establish and improve the reputation of the hotel by offering a very personalized style of service as per the hotels standard operating procedures.
* Timely attend all the telephone calls using clear and professional language, and answer telephones using appropriate telephone etiquette.
* Assist with typing of the Banquet and Sales correspondence, i.e. answering mail, confirming banquet arrangements, menus, BEO, FP, memos etc.
* Compose, publish and distribute Banquet event order (BEO) / Banquet Function Plan (FP) to all department heads and personnel who are involved in servicing banquets function.
* Work with management and other heads of departments at all times and assist in carrying out special requirements and duties necessary in adding to the guests general comfort and well-being.
* Prepare signage and menu items for all banquet events function.
* Study requirements of all booked banquets and functions to familiarize and ascertain the possibility of selling additional facilities, to produce extra revenue.
* Ensure that all the administrative documents are prepared for the hotel sales team.
* Act as a liaison between all related hotel departments and host of the function.
* Maintain departmental reports and procedures.
* Maintain all client information and folders.

### Certification

* IOSH certification in Occupational Health & Safety by British Safety Council.
* Attended Fire Extinguisher and Fire Warden Training conducted By ATCO Frontec Europe.
* Attended First Aid training conducted by Supreme Group

### Academic Qualifications

* Bachelor of Hospitality (Hotel) Management (BHM) from Srinivas College of Hotel Management, Mangalore University, India

***Technical Skills***

* Proficient with numerous software solutions such as MS-Word, MS-Excel, MS-Outlook
* Working Knowledge on HR management systems and softwares.

***Additional Skills***

* Communication , Interpersonal Skills, Adaptability, Multitasking, Discrete and Ethical

## Personal Profile

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|  | Date of Birth : | 06th arch 1985 |
| *  | Nationality : | Indian |
| *  | Marital Status : | Married |
| *  | Religion : | Christian |
|  | Languages Known : | English, Malayalam, Tamil & Hindi |

**Job Seeker First Name / CV No: 1801608**

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