

**JOSEPH**

Email: [**JOSEPH.304953@2freemail.com**](mailto:JOSEPH.304953@2freemail.com)

***Senior- HR Executive Grade-I-* Overall 6years experience**

**Career Objective:**

* To secure a position in your esteemed Organization where by smart work, dedication and the ability to acquire new skills will advantage my personal and professional life.

### Career Synopsis

**Key Competencies**

* Executive Support
* Team Leadership& Management
* Productivity Improvement
* Organization Communication

**Management Skills**

* Team Builder
* Problem Solving Skills
* Decision Making Skills
* Strong Influencing Skills
* Achievement oriented
* Persuasive Communicator
* **Currently associated with M/S Apparel International LLC –(Muscat Oman) as Senior- HR Executive from November 12, 2014 to Till** **Date**
* **Previous Employer with M/S Nandi Toyota Motor World Ltd as Senior- HR Executive from January 03, 2011 to October 31, 2014**
* **Previous Employer :M/S Shahi Exports Pvt. Ltd as a HR Executive from Aug 05, 2009 to December23, 2010**

**Responsibilities Key Skill Area:-**

* MBA and MSW in Human Resources Management with 6 years professional experience in Human Resources and Admin Department
* Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations
* Demonstrates flexibility and adaptability in daily work and to changing strategies procedures
* An expert HR executive with proven expertise in implementing the policy and procedure, recruiting and hiring having 6 year hand on experience
* Extensive experience and consummate achievements building multiple best-in class organizations.
* Pivotal contributor to senior operating and leadership executives, providing leadership for multiple acquisitions,  from due diligence to conversion
* Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited
* Expert in taking the order from the seniors and giving the valuable suggestions

**Career Highlights:-**

**1) Current Employer**

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| --- | --- | --- | --- |
| ***Position*** | ***Senior- HR Executive*** | ***Establishment*** | ***Apparel International LLC – (Muscat Oman)*** |
|  |  | ***City*** | ***MUSCAT*** |
| ***Duration:*** | ***November 12, 2014 to Till*** *Date* | ***Country*** | ***OMAN*** |
|  | | | |

**Job Responsibilities:**

**1. Recruitment**  
-Coordination with Technical panel and understanding their requirements, defining job positions.

-sending request letter contract agreement and mails to agencies for recruitment

-Conducting recruitment in different places and agencies  
-Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.

-applying for visa and sending visa and appointment letters and contract to selected candidates  
-Short listing the resumes based on desired skills and experience.   
-Advertising vacancies, screening and short listing resumes.  
-Conducting telephone and Personal interviews in coordination with departmental heads.   
-Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.   
  
**2. Training & Development:**  
-Scheduling and arranging training while coordinating with external trainers and training programs.  
-Identification of training needs and nominating candidates for training.   
-Encouraging participation of employees in various organizational events.   
-Issuing training certificates after completion of the training.   
 **3. HR Administration:**  
-Preparing Final settlements, Gratuity, leave salary, Pending Off and all employee benefits.

-Visiting stores in all malls once in week and interacting, conducting meeting and dealing with different issues of staff  
-Compilation & processing of attendance data in attendance system.  
-Processing monthly attendance muster for all staffs.  
-Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.   
-Designed Policies and Various HR Forms and Induction Program.   
-Tracking attendance, maintaining leave records, issue letters, etc.  
-Preparation of full and final settlement generation of Experience Letters, Relieving Letters.   
-Keeping track of Confirmation, Appraisals, and Increments of employees.  
-Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience/service certificate, reliving letter,NOC etc.

**4. Employee Engagement**

-Celebrations – Birthdays of employees and others skill competitions for staffs   
-Effectively managing welfare measures, management - employee get together, picnics & parties.  
-Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

**4. Exit Interview**

**2) Previous Employer**

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| --- | --- | --- | --- |
| ***Position*** | ***Senior- HR Executive*** | ***Establishment*** | ***M/S Nandi Toyota Motor World Ltd*** |
|  |  | ***City*** | ***BANGALORE*** |
| ***Duration:*** | ***January 03, 2011 to October 31,2014*** | ***Country*** | ***INDIA*** |
|  | | | |

**Job Responsibilities**

**1) Recruitment Induction and Training:–**

-Recruitment based on needs base, Attending Campus Recruitment,

-Identifying Manpower Requirement & Planning with different departments,

-Conducting Interviews, initial screening, Salary Fixation,

-Induction Programs to the Staff and Workers,

-Induction and Orientation to the newly joined, Issuing offer letters to the new associates,

-Handling joining formalities and post recruitment act,

-Training on different issues by the experts of the relevant field.

**2) Statutory Compliance:-**

-Filling PF and ESI compliance, maintaining register and making returns as per various acts,

-Company statutory requirements and liaison with the concerned departments,

-Maintaining Records like ESI, Accident Reports, Injury Reports, Medical Certificates, Committee Meeting Reports, Training Details, Leave Records, Attendance Records, and Employee Personal Files.

**3) Performance Management system:-**

-Designing and reviewing annual appraisal system Assisting HOD’s in annual employee appraisal,

-Sending Mails, files and forms of appraisal to concern department heads and follow–up.

**4) Monitoring and Implementing the HR Policies and Systems**:–

-Policies Related to Attendance, Time and Leave Management,

-Notice Periods and Systems like, Discipline, Work Ethics.

**5) Welfare Activities:–**

-Organizing awareness programs to the Staff and workers,

-celebration of various occasions, Monitoring canteen, housekeeping, medical facilities, employee health, safety and hygiene,

-Implementation of new welfare measures

**6) Exit Interview**

**-**Taking exit interview and exit formalities of resigning staffs

**2) Previous Employer:-**

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| --- | --- | --- | --- |
| ***Position*** | ***HR Executive*** | ***Establishment*** | ***M/S Shahi Exports Pvt. Ltd*** |
|  |  | ***City*** | ***BANGALORE*** |
| ***Duration*** | ***Aug 05, 2009 to December23, 2010*** | ***Country*** | ***INDIA*** |

**Job Responsibilities:**

**1) Recruitment**:–

-Identifying Manpower requirement & Planning with different departments,

- Conducting Interviews, Salary Fixation, Issuing Appointment Letters and Induction Programs to the Staff and Workers.

**2) Training**:–

-Conducting/ Organizing Fire Safety Measures, First Aid,

-Training on different issues by the experts of the relevant field.

**3) Coordinating**:–

-Internal coordination with Employees,

-Management & Buyer Audits, External coordination with Foreign Visitors, Buyers, NGOs, Schools, Hospitals, Banks and Government Authorities.

**4) Grievance handling**:–

-Handling personal, professional & Work Related Grievances of the workers

**5) Employee Counseling and Referrals**:–

-Counseling on personal and Professional Problems,

- Issuing Warnings, Advisory Letters, Memo, and Show-cause Notice after discussion with HR Head.

**6) Maintenance of Statutory Social Compliance Records**:–

-Records like ESI, Accident Reports, Injury Reports, Medical Certificates, Committee Meeting Reports, -Training Details, Leave Records, Attendance Records, and Employee Personal Files.

**7) Monitoring and Implementing the HR Policies and Systems**:–

-Policies Related to Attendance, Time & Leave Management,

-Notice Periods and Systems like, Discipline, Work Ethics.

**8) Welfare Activities:**–

-Organizing Awareness programs to the staff and workers, celebration of various occasions, monitoring canteen, housekeeping, medical facilities, crèche,

-Employee health, safety and hygiene, Implementation of new welfare measures, conducting employee retention interviews and conducting employee exit interviews

#### Education Background and Qualification:-

1. **M.B.A – Human Resource Management from T.N.O.University, Chennai 2012-2014.**
2. **M.S.W- Human Resource Management from School Of Social Work Affiliated to Mangalore university-Mangalore, India 2007-2009.**

* Specialization:- HR Planning, International HRM, HRD, Labour, Industrial Relations and Personnel Management (PM&IR & Operations) Legislations, Operation Research.

1. **B.S.W from School of Social work Roshni Nilaya, Mangalore University, Karnataka, India 2005-07.**

**Additional Qualifications:**

* **Diploma in computer Application (1 year), School of Social work Roshni Nilaya.**
* **Post-Graduate Certificate in Professional development**
* **Desk top Management skill in Aptech computer Education.**

### Skills possessed

### Computer Proficiency/Technology Skills: MS Excel, Microsoft Office in-depth & Power point. Proficient in using Outlook mails and Internet Applications

### Operating System: MS Windows, Worked on the Oracle Pay Roll Software

**Soft Skills**: Excellent communication, interpersonal skills

**Key Skills**: Core HR & competencies, Appraisal process, Employee Engagement programs, Exit process.

**Extra-Curricular Achievements:**

* Participated in inter collegiate events during, PG, Degree and PUC level.
* Participated and Awarded School/College level sport activities

**Award and Recognition:**

* Merit Certificate for securing proficiency in the year 2005 to 2007.
* Served as a N.S.S. Volunteer (2004-2006)

**Hobbies**  :

* Reading Inspirational books, Listening to music, Riding & Driving,

**Personal Vitae**

Date of Birth : **27.08.1986**

Marital Status : **single**

Religion : **Christian**

Nationality : **Indian**

Passport Date of Expiry **: 06/08/2019**

Driving License **: Holding Gulf (GCC) Driving License**

Languages Known : **English, Hindi, Kannada, Tulu, and Malayalam**

I hereby declare that the above-furnished details are correct to the best of my knowledge.