RESUME

Praveen Kumar B.V.

OBJECTIVES:

To work in a challenging environment where the intellectual capacities are used at an optimal level and given an opportunity to learn, to enhance knowledge and skills for better competence. Never says die attitude.

ACADEMIC QUALIFICATION:

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| --- | --- | --- |
| COURSE OF STUDY | INSTITUTION | YEAR OF PASSING |
| DEGREE [BBM] | Field Marshal K.M.Cariappa College, Madikeri.  (Mangalore University) | 2010 |
| PUC | Smt.D.chennamma Junior College, Madapur | 2007 |
| SSLC | St. Marys English Medium School, Sunticoppa | 2005 |

WORK EXPERIENCE:

Worked as an HR Asst. in Al faris Equipment Rentals LLC [Dubai] for 2years.

KEY RESPONSIBILITIES:

* Recruitment Process
* Leave Management
* Renewals
* Employee Benefits
* Payroll
* Medical Insurance
* Visa Cancellation Process

Recruitment Process:

* Assisting in the recruitment process
* Handling in preparation and issuing the offer letter to the new joiners
* End to end process in handling mobilization of new employees by coordination with PRO for the visa formalities and follow ups
* Handle on boarding of new employees
* Managing Induction programs, supervising the completion of joining formalities and ensuring that employees settle into their new roles.
* Acquainting the new employee about the company & its policies, organizing visits in introduction of each dept.
* Create personal files for all new joiners and ensure that all documentation is present in files and create the employees related documents in the system
* Banking formalities

Leave Management:

* Leave management: includes end to end process liaise with leave settlement, booking air ticket to home country, other benefits etc.
* Leave management process includes recording details of employee absence or leave applications(Annual leave, unpaid leave, sick leave, maternity leave) which effects payroll
* Assisting with day to day efficient operation of the HR office and perform related duties as required

Renewals:

* Responsible for renewal of visas, labor card, emirates id, passport on monthly basis if expired and maintaining same in the system
* Interfacing with Functional Managers for confirmations and reviews.
* Effectively handling mails with regards to other department issues [internal and external] and sending the required documents through Ms-Outlook.

Employee Benefits:

* Handling with employees benefits such as leave settlement, final settlement, gratuity, site allowance, house rent allowance etc.
* Handling employees grievances
* Handling passports and related secure documents and release of them as per established procedure
* Disciplinary actions by taking corrective measures such as issuing notice, warning letters, memos etc.
* Managing exit interview for left employees such as resignation and termination

Payroll:

* Assisting with the monthly payroll
* Checking attendance, over time on daily basis to proceed for monthly payroll
* Processing and reviewing all aspects of monthly payroll cycle including attendance, over time, leave settlement, final settlement, loan, incentives and new joiners and ensuring timely transfer of all details to accounts for further.

Medical Insurance:

* Handling medical insurance with addition and deletion and Workmen’s Compensation policy

Visa Cancellation Process:

* Visa cancellation process includes cancelling of Visa, Labor card, Emirates ID by co-ordination with PRO in order to exit from the employment

PREVIOUS WORK EXPERIENCE:

Worked as HR Asst. in Shahi Exports.Pvt. Ltd. Bangalore for 2years.

JOB PROFILE:

* Joining formalities of newly joined employees
* Induction for newly joined Employees
* Preparing of personal file of the new employees.
* Assisting with employees benefits such as ESI, PF, Settlement, Gratuity, Bonus, Attendance Bonus
* Assisting with monthly payroll work
* Auditing of Attendance, OT, Loan, Advance, Shift Allowance
* Re-fixation of salary
* Handling employee’s grievance.
* Maintaining Master roll of employees
* Exit interviews for the left employees.

TECHNICAL SKILLS:

* Diploma in computer Application
* Tally 9.0
* Oracle 10g
* ERP[Ramco System]
* MS Office (MS Word, MS Excel, MS PowerPoint, MS Outlook )
* Photoshop
* SAP HR [ECC 6.0 version]

AREA OF INTEREST:

* Human Resource Management
* Public Relation
* Accounting & Finance
* Business Management

PERSONAL DETAILS:

NAME : Praveen Kumar B.V.

DATE OF BIRTH : 22/06/1988

GENDER : Male

NATIONALITY : Indian

LANGUAGE KNOWN : English, Hindi, Kannada, Tulu, Malayalam, Tamil, Coorgi.

HOBBIES : Playing Cricket, Listening to Music, Watching Television

**Job Seeker First Name / CV No: 1836588**

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