

**TOBY**

[**TOBY.317344@2freemail.com**](mailto:TOBY.317344@2freemail.com)

HUMAN RESOURCES OFFICER

A dedicated professional and passionate about developing strong employee relations and exceeding organizational goals.Solid reputation for implementing policies and procedures that positively impact corporate profitability, employee satisfaction, and overall productivity. Reputation for displaying integrity and professionalism when communicating with professionals at all levels. Superior training, facilitation, and management development skills.Adept at problem solving, decision making, and staff motivation.Proven ability to maintain high levels of morale during corporate mergers. Goal driven with demonstrated strengths in multitasking and prioritizing assignments.

AREAS OF EXPERTISE

* Manpower Needs Assessment and Handling the staffing
* Handling the Payroll, Compensation and Benefit Administration
* Process Promotion, Transfer etc
* Enrolment and Exit formalities
* Compliance with Statutory Requirements
* Employee ESI & PF calculations and updations
* Preparing Wage slip and salary certificates
* Checking Service record and muster roll
* Process, verify, and maintain personnel related documentation, including training, grievances, performance evaluations, classifications, and employee leaves records
* Issuing employee ID cards.

PROFESSIONAL ACHIEVEMENTS/ STATUS

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| **Year** | **Name and Address of Institution** | **Qualification** |
| 2013 - 15 | St. Antony’s Institute of Advanced Studies, Kanjirappally, Kottayam, Kerala | MBA - HRM |
| 2010 - 13 | Oriental School of Hotel Management, Wayanad | B.Sc. HM & CS |
| 2007 - 10 | S.B. College, Changanacherry, Kerala | BCA |

ACADEMIC QUALIFICATION

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| **Year** | **Name and Address of Institution** | **Qualification** |
| 2005 - 07 | NSS Higher Sesondary School, Kavalam, Alappuzha | Plus - two |
| 2005 | Little Flower High School, Kavalam, Alappuzha | S.S.L.C. |

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

As an HR Executive with three years of experience in multiple organizations especially high knowledge of all aspects of HR functions such as; Manpower needs assessment and staffing, Payroll handling, Enrolment and exit formalities, recruiting, process promotion, transfer, etc.

* Worked as HR Executive in Kosamattam Finance Ltd. ,Kottayam, Kerala – 2015 to 2016
* Worked as HR Executive in Vythiri Village Luxury Resort & Spa, Wayanad – 2010 to 2012

During all these period I have reported to the Human Resources Manager and managed more than 200 employees, coordinating all aspects of recruiting, hiring, training, and benefits administration for various departments. Identified and developed employees for internal promotions and directed annual performance appraisal process. Coached and counseled associates to constantly maintain standards and exceed corporate expectations. Monitored attendance and managed staffing levels to achieve sales or service goals while controlling payroll expense. Conducted employee orientations and monitored employee training and career development programs.

**KEY ACHIEVEMENTS:**

* Developed and delivered seminars on conflict resolution and Microsoft Office software for new and existing staff, managing training budget and determining topics, venues and length of workshops.
* Created career paths for more than 200 employees, including online self-evaluations, and ongoing peer reviews.
* Updated job descriptions, eliminated job redundancies, refined hiring needs, and devised recruitment initiatives in conjunction with the HR Manager.

PERSONAL INFORMATION

Nationality : Indian

Visa : Visiting visa (03-09-16 to 17-11-16) UAE

Sex : Male

Marital status : Single

Date of birth : 22-09-1989

Languages Capacity : English, Malayalam, Hindi, Tamil

DECLARATION

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge.

Karama, Dubai 04/09/2016