***TOM***

[***TOM.348442@2freemail.com***](mailto:TOM.348442@2freemail.com)

***MBA, BA(2.4Years of Experience)***

***Career Objective***

To associate with an organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills.

***Key Skills***

* Ability to work under pressure and punctuality
* Administration &**Payroll activities**
* Flexible, Communication and Interpersonal skills.
* Good in MS Office
* Professional typing rate of 35 wpm.

***Professional Experience***

***XM Software Solutions, Cochin***

**HR Assistant** (Junior Associate)**,***From May 2016*

**Description:** XM Software Solutions Pvt Ltd offers a full suite of integrated services designed to provide its affiliate companies with powerful, end-to-end solutions that address their business and technology needs.

***Roles & Responsibilities***

* Providing clerical and administrative support to staff of the Human Resources department.
* **Payroll activities**
* Collecting, sorting and distributing any incoming job applications.
* Maintaining employee personnel files.
* Monitoring the work of recruitment agencies.
* Writing up job descriptions.
* Coordinating activities between the company and outside parties.
* Developing employment related records.
* Coordinating holiday and sick pay.
* Making decisions in the absence of senior HR executives.
* Updating the HR calendar with important dates.
* Following up all human resource calendar activities.
* Organizing inductions and training for new employees.
* Updating employee records with holiday requests, payroll changes and any leave due to illness.

***Hotel Joys Palace, Thrissur( Five Star)***

**HR Executive**, From July 2014

**Description:*HotelJoys Palace, Thrissur***is a landmark business that spells luxury and comfort. It is a five star hotel located in Thrissur.

***Roles & Responsibilities***

* Assisting with day to day operations of the HR functions and duties.
* Attending telephone calls, email enquiries and requests.
* Providing high quality support to General Manager& Executive Director.
* Recruitment activities like posting job on different job portals and tracking status.
* Welcomes new employees to the organization by conducting orientation.
* Provides **payroll** information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Compiling and update employee records (hard and soft copies).
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
* Coordinate HR projects (meetings, training, surveys etc) and take minutes.

***Academic Details***

Completed **MBAMarketingHR**from MIIM, Idukki, (**MG University, Kottayam**) in 2014with 65%.

Completed **BA Economics** from Sacred Heart College, Cochin, (**MG University, Kottayam**) in 2012with 60%.

***Academicals Achievements***

* Won 1st prize in **Marketing**game in South Indian Management Fest.
* A member of National Cadet Corps& have achieved **NCC ‘C’** Certificate.
* Attended International Seminar “**IRSSM**” conducted at MIIM, Kuttikanam.
* Organized two South Indian Management Fests “Caligo” at MIIM, Kuttikanam..

***Personnel Profile***

Date of Birth : 5/12/1990.

Gender & Marital status : Male, Single

Nationality : Indian.

Languages Known : English, Hindi and Malayalam

Visa Status : VisitVisa

***Reference:*  Reference on request**