**PRAVEEN**

**PRAVEEN.348510@2freemail.com**

**PERSONAL PROFILE**

Seeking a mid-managerial assignment in Human Resource Management/Administration that encourages learning and creativity, provides exposure to new ideas and stimulates personal and professional growth.

**PROFILE SUMMARY**

* Professional competencies in managing entire range of Admin/HR functions - Manpower Planning, Recruitment & Interviewing, Performance Management, Employee Engagement.
* Highly self-motivated and goal-oriented professional with over 6 years of experience in Admin / HR/Internal Auditing Coordinator
* Proficient at handling day to day (Line management) HR administrative activities in co-ordination with internal/external departments.
* Co-ordinate all departments activities.

**CAREER**

1. **Executive- Administration\Auditing** at Muthoot Finance Ltd ( India)

Industry: Finance

Tenure: August 2008- March 2010

1. **Assistant Manager- HR/Administration** Popular Vehicles & services ltd, Thrissur branch

Industry: Automobile

Tenure: February 2011 to October 2015

3. **Assistant Manager** - **Branch HR/Administration** Vision Motors Pvt Ltd, Calicut

Industry : Automobile

Tenure : November 2015 to February 2017

**JOB RESPONSIBILITIES**

Major Job duties have been

* Recruitment
* Training Coordination
* Employee Engagement
* Performance Appraisal
* Purchase section
* Internal Auditing.

**ACADEMIC QUALIFICATIONS**

* **MBA -**Human Resource Management & Marketing (2007), KMCT school of Business, Calicut.
* **Bachelor in Science (Bsc. Physics** 2005, Marthoma College, Chungathara).

**COMPUTER SKILLS**

* Computer Basic
* Familiar with MS-Word, MS-Excel, Power point and Internet applications.

**SKILL SETS**

**Recruitment & Interviewing**

* Preparation of HR annual operating plan with focus on manpower planning
* Recruiting staff from various sources: Online Job portals, Referrals, social media such as Networking etc.
* Taking the HR Round of Interview & Salary negotiation
* Preparing the Offer and Appointment Letters
* Responsible for complete joining and Orientation (Induction) formalities of new employees

**Training & Development**

* Conducting Induction/Orientation Programme for new joinees
* Establishing a yearly Training Budget

**Performance Management**

* Responsible for the implementation of Performance Management System for all employees
* Processing of confirmation and probation letters, coordinating in releasing increment letters
* Feedback on appraisal process

**Employee Engagement & Satisfaction**

* + Visiting branches to interact with employees across levels to understand their concerns and ensuring consistent implementation of HR policies and programmers.
	+ Conducting employee communication sessions for employees across various profiles.
	+ Implementing various employee engagement activities such as:
		- Referral Schemes
		- Picnics
		- Annual Corporate Party
		- Employee of the Month & Employee of the Year, Birthday Celebrations.
	+ Conducting the Employee Satisfaction Survey on a yearly basis, and addressing the grievances if any.

**DECLARATION**

I, hereby declare that all the information furnished above is correct and complete to the best of my knowledge and belief.