**Tino**

**Tino.350061@2freemail.com**

**JOB OBJECTIVE**

A dedicated professional with proficiency in mastering HR situations, highly knowledgeable in a wide variety of professional disciplines and an expert at implementing employee welfare policies; targeting senior level assignments in **HRM** with a reputed organisation

**PROFILE SUMMARY**

* Accomplished Strategic, Solution & Detailed-Oriented **HR** with **nearly 5.7years** of rich experience as**HR Assistant, Associate**, **HR Recruiter** with renowned organizations like **North Gate Arinso, Winston Info tech** and **Starlyn Business Corp LLP.**
* Provides overall **administrative support** to the HR department including maintaining, **processing documentation and records**, compiles and prepares data for statistical reporting, answer employee questions about policy and procedures,,refers to specialist as needed and supports employment area with **scheduling interviews, handling reference checks** and personnel changes.
* Proficient in handling **recruitment** activities including sourcing both internal & external manpower, evaluating the required skills, identifying possible sources, selecting best candidates fit for the organisation.
* Assist in projects, such as HR events, benefits open enrollment, employee communications and **company-wide meetings**.
* A forward thinking person with excellent **communication, analytical & time management** skills; exceptionally well organized with a track record that demonstrates self-motivation & creativity to achieve corporate & personal goals.

**CORE COMPETENCIES**

~Manpower Planning ~Recruitment & Selection ~Induction& Orientation ~Training& Development ~Payroll Management ~Performance Appraisal ~Employee Leave Management ~Employee Relations & Welfare

**ORGANISATIONAL EXPERIENCE**

**March ’16-Jan ‘17 Starlyn Business Corp LLP as HR Assistant**

* + - * Assisting with day to day operations of the HR functions and duties.
			* Provide Clerical and Administrative support to Human Resource Executives.
			* Compiling and update employee records. (Hard and Soft copies).
			* Process Documentation and prepare reports related to personal activities. (staffing , recruitment ,training)
			* Maintaining current HR files and database.
			* Performing file audits to ensure that all required employee documentation is collected and maintained.
			* Setting appointments and arrange meetings.
			* Participating in recruitment efforts.
			* Posting Job Ads and organizing resumes and job applications.
			* Scheduling job interviews and assisting in interview process.
			* Ensuring background and reference check are completed.
			* Orienting new employee to the organization (Setting up a designated log in, work station, email address etc.)
			* Arrange travel and accommodations.
			* Maintains employee confidence and protects operations by keeping human resource information confidential.
			* Performing payroll related reconciliations.
			* Completing termination paperwork and assisting with exit interviews.

**Oct’13-Feb’16 North Gate Arinso , Kochi as Payroll / HR Associate**

**Role:**

* Working as part of a team and supporting the manager in preparing annual manpower plan with organization charts based on manpower requirement.
* Responsible for the preparation of Weekly and Monthly MIS reports to the management team.
* Coordinate HR projects (meetings, training, surveys etc.) and take minutes.
* Responsible for the preparation of Weekly Shift Roaster.
* Helps employees by explaining benefit programs.
* Maintains manager and employee confidence by keeping human resources information confidential.
* Ensure that the document control function is being performed in accordance with the procedures and in a timely manner.
* Updating & maintain the holiday, absence and training records of staff.
* Creating and modifying documents using Microsoft Office.
* Setting up and coordinating meetings and conferences.
* Communicate clearly with work colleagues using emails etc.
* Conduct initial orientation to newly hired employees.
* Supervising the work of office juniors and assigning work for them.
* Maintaining correct staffing levels in line with busy periods and holiday leave.
* Manage employee queries with regard to their deductions, settlements and supporting their requirements.
* Maintain the payroll for UK employees and process it accordingly.
* Work as key auditor for the process.
* Communicate with clients and employees, understand their payroll related issues and offer easy payroll solutions.
* Providing reports, as required for senior management.
* Respond to requests and queries from Onshore and client in a friendly and efficient manner.
* Conducting Daily &weekly calls with client.
* Preparing & checking of salary sheets of Employees, Employees Performance Appraisal reports, Timesheets, Assist to executive director.
* Responsible for processing payroll and auditing first level calibrations.
* Responsible for processing leave and compensation calculation.
* Filed and maintained accounting and payroll records.
* Making Interface, Pay run Summary Analysis and Termination.

**July ’11-Sep‘13 Winston InfoTech, Kochi as HR Recruiter**

* Extensive experience in Client Engagement, Head Hunting, Scrutinizing resumes.
* Interviewing prospective candidates at various levels coming from diverse background and geography.
* Serviced many prestigious Clients.
* Conduct searches of websites and databases to generate new candidates.
* To conduct telephone screening interviews as appropriate.
* Interacting with multiple clients’ right from the point when the positions open up to joining.
* Short listing & selecting the candidates in the preliminary rounds & Briefing the candidates about the job profile, organization culture etc.
* To maintain and update the status of current vacancies and maintain a record of all filled vacancies.
* To ensure all Reports & MIS being sent to Managers within the deadline.
* Handled walk-ins with huge turnouts and managed Client / Candidate relationship.
* Interacting with Line Mangers & BU Heads for getting the requirement clarity.
* Handling complete Recruitment for Engineering R&D.
* Planning requirement strategy & deciding the timeline for the same.
* Releasing Offer Letters.
* Ensuring negotiation & closure within the salary band.
* Taking Care of Relieving Formalities.

**IT SKILLS**

* MS Office and Internet Applications.
* Experience in HR and payroll related software’s such as Pass Daily, HRMS, Unipay and Resource Link.

**EDUCATION**

2011 **MBA (HR & Marketing)** from Sri Krishna Institute of Management, Coimbatore, Anna University with**76%**

2009 **B.Com (Computer application)** from VLB Janakiammal College of Arts and Science, Coimbatore, Bharathiar University with **70%**.

2006 12th from St. Thomas Convent, affiliated to Kerala State Board.

2004 10th from Bharathmatha High School, affiliated to Kerala State Board.

**PERSONAL SKILLS**

* Able to do repetitive and administrative tasks.
* Proactive and accurate in dealing the work.
* Critical Thinking, Problem Solving, Reporting skill and decision making skill.
* Experienced in planning marketing campaigns, getting collaterals developed and promoting the products and services through online and print media.
* Experienced in forging and maintaining relationship with online, print and television media.
* Experienced in dealing with Ad Agencies.
* Good analytical and communication skills.
* Patience, Integrity and Sensitivity.
* Ability to handle multiple priorities.
* Ability to cope with responsibility and high pressure.
* Team working, Trustworthy and supporting the colleagues.

**PERSONAL DETAILS**

Date of Birth: 22nd April 1988

Languages Known: English, Hindi and Tamil

Passport Validity: 02-06-2019

Visa Status: Visit Visa **(Feb 2 - April 30)**