**VINCY**

[**VINCY.359131@2freemail.com**](mailto:VINCY.359131@2freemail.com)

**PERSONAL SUMMARY**

An effective and confident communicator with more than 5 years experience who is also a self-starter with the dedication and motivation required to succeed in a busy HR department possessing an in-depth knowledge of HR processes and procedures and a proven track record of providing support to HR advisors and senior managers. Easy going by nature and able to get along with both work colleagues and senior managers when providing comprehensive administrative support to day-to-day operations of human resources department.

**AREA OF EXPERTISE**

Recruitment, Training & Development, Payroll Management, Skill Matrix Mapping, Performance management systems, Human resource forecasting, Leadership development, Absence Management, Labor Relation, Compensation & Benefits.

**PROFESSIONAL EXPERIENCE**

**Muthoot Fincorp Ltd (Muthoot Mahila Mitra), Cochin, Kerala**

**Deputy Manager-HR June 2013-Dec 2015**

Core Duties:

* Handling Tamil Nadu and Kerala Branches(around 3000 staffs)
* Payroll Management
* Dealing with Employees issues.
* Updating Branches Attendance in the software.
* Coordinating with Bank for Bank Account Opening
* PF Formalities of the staff (opening and closing)
* Welfare activities related to the staff
* Preparation of the various reports related to staff
* Coordinating with insurance company for medical claims
* Generating and Issuing offer letters
* Maintaining and updating Staff list (TN&K)
* Issuing and processing Increment, Promotion, transfer letters
* Joining Formalities and Documentation

**Amrita Enterprises (P) Ltd (A wing of Amrita Institute of Medical Sciences), Cochin, Kerala**

**HR-Executive August 2010-June 2013**

Core Duties:

* Recruitment-Screening and selecting the candidates for various position in our departments through advertisements and campus recruitment.
* Training and Development-One of the main activity in HRD. Reviews of the new joinees periodically through Trainer-Trainee meet.
* Co-ordination of Training Classes (Internal and External Faculties).
* Payroll Management.
* Skill Matrix Mapping of the present staff of all the departments.
* Co-ordination of Departmental Meetings.
* ESI and PF Formalities of the staff.
* Welfare activities related to the staff.
* Preparation of the various reports related to staff..
* Preparing and analyzing HR Database Systems and MIS.

**Thirdwave HR & Networks Pvt Ltd, Cochin, Kerala.**

**HR-Recruiter Sept 2007-April 2009**

Core Duties:

* End to End process in Recruitment.
* Sourcing the profiles according to the client requirements.
* Sourcing profiles through job portals, references and head hunting.
* Identifying right profiles in comparison to the job specification given by the client.
* Conducting Telephonic Interviews and coordination of the interview.
* Following up till the candidate joins the company
* Maintenance of Recruitment Information System.

Companies handled:-

* HSBC Bank ,ICICI Bank,CITI Financial Consumer Finance India Ltd,Max NewYork Life Insurance Co Ltd,ING VYSYA Life Insurance Co Ltd,Birla Sunlife Insurance Co Ltd,Bharthi Axa Life Insurance Co Ltd,Met Life Insurance Company, ICICI Prudential

**EDUCATION/TECHNICAL SKILLS**

* B.Com (Accounts Hons) with high first class marks (74%) from Institute for Excellence in Higher Education, Bhopal.
* MBA-HR with high first class marks from Institute of Professional Education and Research, Bhopal.
* Versatile in MS Office packages.
* Well versed in MIS and ERP.
* Knowledge in SAP (System Application and Products).

**PERSONAL INFORMATION**

Date of birth : 01-10-1981

Languages known : English, Hindi, Malayalam.

Type of Visa : Visiting Visa

**ACHIEVEMENTS**

* Secured 1st Rank in 4th semester of MBA.
* Secured certificates prizes in School Sports Meets.

I pledge and pronounce that all the above information is true and correct to best of my knowledge.

Place: Dubai