**CURRICULUM VITAE**

**LESTER**

**LESTER.365470@2freemail.com**

**OBJECTIVE:** To pursue a rewarding career with your organization and to contribute significantly by utilizing my full potential towards achieving set goals and excellence in services.

**EDUCATIONAL QUALIFICATIONS**

* Professional Diploma in Business Management Specializing in **Human Resource** from Wigan and Leigh College India (WLCI) Goa- 2013-2015.
* Bachelor’s Degree in **Bachelor of Computer Application(BCA)**

 From G.V.M’S Gopal Govind Poy Raiturcar college of commerce and

 Economics Farmagudi Ponda Goa 2013.

* Higher Secondary Certificate in **Commerce** from G.V.M.’S S.N.J.A higher secondary college Farmagudi Ponda Goa 2010.
* Secondary School Certificate from St. Mary’s High School Ponda Goa 2008.

**WORK EXPERIENCE**

**Currently working for CG-PPI Adhesive Products Ltd (Joint venture of Crompton Greaves and PPI Adhesive Products, Ireland) as Officer Human Resource from 11th April 2016 till date.**

**JOB PROFILE AT CG-PPI:**

* Recruitment
* Enrolling Employees under ESIC and EPF
* Employee engagement activities
* Updating & maintaining personal files
* Provide current and prospective employees with information about policies, job duties, working conditions and employee benefits.
* Updating the Notice Board.
* Employee Birthday celebrations
* Arrangements for meetings/trainings/conferences
* Filling of Returns under the Labour Act, Employment Exchange and Factories Act.
* Updating Registers under various Labour enactment and Factories Act i.e. (Leave with wages, Register of adult worker, Fine Register, Register of advances made to employees, Accident Register, Register of dangerous occurrences, Register of child workers)
* Preparing Various letters like offer letter, Appointment letter, Warning Letters etc
* Introduced new schemes for employee motivation.
* Statutory compliances
* Arranged a Annual medical checkup organized by Inspectorate of factories and boilers
* Managed various other events like AGM, Marketing meet party, conferences, world environment day, Navratri celebrations, Dussehra, Christmas celebrations, Safety week, Women’s day celebration etc.
* Handling IR Issues
* Upkeep of Staff amenities
* Monitoring and maintaining a Safe and Healthy work environment for employees
* Follow up with govt bodies on various subjects related to factories & boilers, labour offices and other govt sectors.
* Hotel booking and Vehicle arrangements for visitors/auditors
* Handled various Audits like OHSAS, HIRA, Safety, Internal Corporate Audits etc

**Worked with Encube Ethicals Pvt Ltd as Officer Human Resource from 23rd February 2015 till 4th April 2016.**

**JOB PROFILE AT ENCUBE ETHICALS:**

* Enrolling Employees under ESIC and EPF
* Submission of Monthly and Quarterly Reports(ETP, Stack Monitoring Reports Etc.) to Goa State Pollution Control Board
* Filling of Returns under the Labour Act, Employment Exchange and Factories Act.
* Updating Registers under various Labour enactment and Factories Act i.e. (Leave with wages, Register of adult worker, Fine Register, Register of advances made to employees, Accident Register, Register of dangerous occurrences, Register of child workers)
* Administration Functions- Maintaining Day to day Activities in Plant and outside plant providing lockers, Induction to new employees, Manpower planning and Maintaining Laundry operations.
* SAP Knowledge

**Worked withVivanta by Taj Holiday Village Sinquerim candolim Goa as Human Resource Trainee From 7th January 2014 to 04th February 2015**

**JOB PROFILE AT VIVANTA BY TAJ:**

* Maintain and monitor the various employee amenities i.e. Lockers – Gents & Ladies, Cafeteria etc.
* Conduct exit interviews.
* Recruitments – For FTC’s & IT & JT’s, Interviews, Pre-joining formalities of FTC, IT, JT, Contract Labours, Follow ups, Coordinating with the HOD’s for departmental interviews.
* Updating & maintaining personal files.
* Staff Facilities – Lockers, Cafeteria, Staff Couch, Staff accommodation, Medical Health checkup.
* Updating the Notice Board.
* Internal communication of employee’s activities.
* Coordinating with departments regarding Skip level meeting, Monthly Town hall meeting, Functional meeting, and Union meeting.
* Employees Grievances regarding issue of pay slip – Addressing doubts, ID cards, Accommodation, and Staff Locker Room.
* Issuing of pay slips, meal cards, and attendance cards.
* Making offer letter, appointment letter, termination letter, experience letter, extension letter, absenteeism letter.
* Basic Knowledge of tracking attendance
* Creating Payment vouchers for Staff reimbursements i.e. medical, petty expenses etc.
* Basic idea of recruiting, interviewing and short listing applicants.
* Participated in team building activity
* Exit Formalities – Clearance form, exit interview, deposit of leave cards, locker key, accommodation key, ID card, name tag.
* Birthday for month – Presentation, Cards, Vouchers, Birthday Letters.
* Provide current and prospective employees with information about policies, job duties, working conditions and employee benefits.
* Assisted the HR team in conducting Seminar on Breast cancer camp for lady associate
* Arranged for Choir band for the Annual Day mass celebration of the Hotel
* Assisted for Blood donation camp
* Assisted in conducting Annual medical test for food handlers
* Arranged International Women’s Day celebration
* Arranged Poster making competition on Earth Day
* Arranged Beach Cleaning on world environmental day
* Cleanliness drive- “Swach Bharat Campaign” on the eve of Gandhi Jayanti 02nd October

**COMPETENCIES:**

* Punctual
* Hardworking
* Ability to work in any environment

**COMPUTER SKILLS:**

* 6 months course in php,mysql,javascript,html computer languages
* 6 months course in computer hardware and software
* Windows, XP, PowerPoint, Microsoft Word, Excel, Outlook,

**OTHER SKILLS:**

* Reliable
* Flexible
* hard working
* Excellent communication skills

**LANGUAGES KNOWN:**

* English
* Hindi
* Konkani

**PERSONAL DETAILS:**

Name: Lester

Date of Birth: 10/05/1993

Nationality: Indian

Gender: Male