#### BEJOY

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# Summary

Accomplished HR/Admin/Recruitment professional with more than 10 years of working experience in fast-paced IT environment to lead and motivate team. Attended and participated in the training programming for CMMI Level 2. Also, has experience in office administration, development of policies and procedures, process improvements and documentation. I am familiar with all aspects of Human Resource, Recruitment Account management, Contract Negotiations and other administrative functions. I’m a good team player with excellent communication skills and analytical capabilities.

# Education:

* M. Sc. Computer Science & Information Technology (Msc C.S & I.T), Madurai Kamaraj University, Kodaikanal -2003.
* B.Com, Mahatma Gandhi University- Cochin, Kerala - 1997-2000
* MBA - Bharathiar University (pursuing - enrolled in 2016)

# Training and Certifications

* Attended CMMI Training , 2007 - 2008
* Attended E.com from Aptech Computer Education , Cochin , 2000

# Professional Qualification:

## Sept 2006 - Present, Manager HR, eJyothi - India- Cochin (Ascella Technologies)

Ascella Technologies Inc, USA, client of eJyothi Services Private Limited which provides HR, Recruitment, program/project management, quality assurance, business and technical consulting, systems design, development, Application Design, Implementation & Support, IT infrastructure Support and E-Government Systems.

**Managing HR/ Admin and Staffing Activities from India for US Client- Ascella Technologies Inc.**

* Actively involved in all HR Activities
* Conducting the On-Boarding and off boarding Activities. Giving HR orientation, conducting Exit interviews etc.
* **Recruitment**: Leading the Recruitment Activities -Mainly for the Federal Clients, Creating Process and Procedures for recruitment, Liaison with various job consultancies & portals (Naukri (India), Dice, Monster, Corp-Corp.com, CareerBuilder and Ladders
* **Payroll Activities**: Approving the payroll list monthly. Reviewing the Leave sheet and guiding the finance team on approval. Giving guidance to client to take decision on Payroll Service, Update and maintaining the Payroll matrix, approving the Payroll – Semimonthly.
* **Benefits Administration:** Introduced PF in the company. Worked on the new insurance policies and 401k profit sharing and getting the quotes for Medical benefits for the employees for US client- Used to get the updated quotes for Insurances every year and informed the details to all the employees. Also, the 401k –Retirement plan.
* Identify U.S. Government business opportunities under various Federal Websites-SAM, FedBizOpps.gov etc, Screen through **RFI/RFP** documents and prepare related proposal documents for submission, Create/review agreements with teaming partners for proposal submission, Providing the guidance on the proposals to bid with Federal clients, Assist in proposal documents preparation and its submission, Create/review/accept contracts, its modifications and agreements from clients, prime/subcontractors, and teaming partners, Review invoices to be send to clients
* Verifying the Security forms (SEC) of employees and submitting it to Federal Clients
* Initiating the performance appraisal for employees in US
* Reviewing and performing the Background check (E- Verify) of employees.
* Reviewing and performing the I9 Verification process of Ascella (US) Employees
* Checking whether the payments are correct as per the timesheet hours (A part of payroll process)
* Developing and Updating administrative and HR forms including maintaining employee handbook
* Documenting HR and Staffing procedures and updating the Employee Handbook
* Distributing administrative procedures, including holiday schedule etc.
* Help the Clients for buying Workers compensation, Business Insurance and for filing Annual return and Change of Name with IRS
* Maintaining the employee personnel files in SharePoint 2010 and now moved to 2013
* Verifying the SEC security forms and sending it to COR and Project Manager.
* Verifying the Security forms of employees and submitting it to Federal Clients
* Salary Negotiation, conducting interviews as part of recruiting
* Helping the Business Development team by providing the support in Recruitment
* Working in ERP software, ATS and Cats
* Maintaining the database of the employees in VRM and CRM
* Keep track of employee leave information
* Formatting Candidates Resume
* Organize files/folders, keep them updated

**As an HR Manager (India Office), responsibilities include:**

* Arranging and conducting face to face and exit interviews
* Doing the Employee Orientation Sessions
* Approving the payroll
* Doing the performance appraisal of employees
* Giving training to the team members
* Reviewing the On boarding and off boarding activities
* Reviewing and sending the offer letter as part of On-Boarding Activities
* Introduced PF for employees in Indian Office
* Salary Negotiation, conducting interviews as part of recruiting
* Review and sending the invoices to clients
* Handling the Time sheet
* Keep track of employee leave information
* Distributing administrative procedures, including holiday schedule etc.
* Analyzing time tracker & work status report of employees
* Familiar with end to end recruitment activities

## Feb 2005-Sept 2005, HR/IT Consultant, Hansa World Middle East, Dubai Internet City

**As a Consultant:**

* Worked on Hansa Software on Time sheet Preparation
* Met the Clients and gathered the requirements and worked with Developers
* Worked on Hansa world ERP Software to track and implement project sequence
* Documented, Implemented, customer calls and sorting problems
* Maintain employee personnel file
* Configured the system, preparing chart of accounts for the customer needs, regular follow up with the customer, and
* Provide training to the customers, on new vending machines and regulate policy for prompt attendance to complaints.

## Dec 2003 - Jan 2005, HR/Accounts Executive, L.G Electronics India Cochin

**As an HR/Accounts Executive:**

* Worked on ERP system (Millennium Software)
* Keep track of employee leave information
* Maintain employee personnel file
* Prepare Weekly and monthly reports
* Doing the billing on Millennium Software
* Maintained the Books of Accounts like sales /purchase /stock / cash & Bank
* Worked on bank reconciliation on day to day basis to be presented to top executive,
* Dealer’s reconciliation, General ledger and Trail Balance Month wise. Also Participated in the Finalization of dealer Accounts.