**PRAVEEN**

Email id: [Praveen.373746@2freemail.com](mailto:Praveen.373746@2freemail.com)



**PROFILE:**

With my experience of more th an 6 years, to undertake challenges, expand my experience to develop my career in Human R esource and or in Administration. Apply my diiverse experience and knowledge to make a significant positive contribution towards the comp any and continue personal development to enhanc e my career advancement potential.

**WORK EXPERIENCE:**

**1) SAMI LABS LTD:**

Sami Labs Ltd., associate company of Sabinsa Corporation, USA, is a research oriented Multi-National Health Science co mpany, which is a leading producer of Nutraceuticals Cosmeceuticals, Standardised Herbal Extracts Fine Chemicals, Specialty Chemicals and Probiotics. The Govt. of India, honored with the National Award for Quality prooducts in the year 1994 and Prestigious DSIR award in the year 2002.

**Designation:-** Executive Officer – HR & Administration (September 2013 till March 2017)

**Job Profile:-**

1. Recruitment, Maintenance of Leave Records, Staff Salary Processing, Salary negotiation with new recruits.
2. Completing the joining for malities of the new employee by generating Weelcome mails, ID Cards and codes for Karna taka region.
3. Preparations of personal file as per check list.
4. Maintaining data accuracy in HRIS (powered by Oracle Fusion Middleware 2009)
5. Co-ordination for salary a ccount opening with Banks for new joiners
6. Conducting exit interview s, initiating the process for making the Full & Final Settlement of the relieved employees.
7. Preparation of various vendors bill in appropriate format.
8. Preparation Salary sheet o f Various Units (Kunigal, Nelamangala, Dobasp et & Hyderabad)
9. Preparation PF & ESIC C hallans
10. Coordinating with employees and the Insurance Company on Medi-claim and other insurance matters.
11. Visitors / Pantry Managem ent
12. Supervision of House-Keeping Services; Work related general administrattion.

1. Answering general policy related queries like attendance, salary, leave issues etc to the employees.
2. Meeting with staffs frequently for smooth and safe work also analyzing the employees’ thoughts which helps increment process.
3. Discussion with various vendors regarding rates & their services.
4. Collecting records and processing the increments of the employees every year.

**2) ESCORT DEWOO ENTERPRISES:**

Escort Dewoo Enterprises is one of the manufacturers of Specialty Coatings, Decorative Coatings, Industrial Coatings, Industrial Decorative Coatings, Resins and Allied Chemicals.

**Designation:-** Office Associate (April 2011 till September 2013)

**Job Profile:-**

1. Maintain office records and storage systems.
2. Co-ordinate and maintain staff administrative records and retrieve when required.
3. Assist with event planning and implementation.
4. Monitor incoming emails and answers or forward as required.
5. Update and maintain databases such as mailing list, contact list and client information.

**ACADEMIC PROFILE:**

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|  | **Course** | |  |  | **College** |  |  | **University/Board** |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  | MBA – HR & Finance | | |  | Institute of Management and | |  | University of Kerala | |  |
|  |  | Technology, Alleppey, Kerala | |  |  |
|  |  |  |  |  |  |  |  |  |
|  | B.Com with Computer | | |  | University Institute of | |  | University of Kerala | |  |
|  | Application | | |  | Technology, Alleppey, Kerala | |  |  |
|  |  |  |  |  |  |
|  | Higher Secondary – | | |  | T.D.H.S.S, Alleppey, Kerala | |  | Board of Higher Secondary | |  |
|  | Commerce | | |  |  | Education, Govt. of Kerala | |  |
|  |  |  |  |  |  |
|  | Senior Secondary | | |  | T.D.H.S, Alleppey, Kerala | |  | Board of Senior Secondary | |  |
|  |  |  | Education, Govt. of Kerala | |  |
|  |  |  |  |  |  |  |  |  |
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|  | **TECHNICAL PROFILE:** |  |  |  |  |  |  |  |
|  | Operating Systems: | | |  | Windows, Linux, Mac OS | | | | |  |
|  | Application Software: | | |  | MS Office, Visual Basic, Tally, Adobe Photoshop, | | | | |  |
|  | Computer Languages | | |  | HTML, C, C++ | |  |  |  |  |

**OTHER SKILLS:**

1. Ability to learn quickly and apply in practical situation.
2. Good Communication and Listener
3. Good Team Player and Individual Contributor

**EXTRA CURRICULAR ACTIVITIES:**

1. Participated in Marketing Game in Management Meet conducted by ELIMS Thrissur, Kerala.
2. Participated in International Seminar conducted by Coir Kerala 2013 on the topic: ‘Natural Fiber Composites’
3. Participated in National Seminar conducted by Coir Kerala 2013 on the topic: ‘Innovative Technologies in Product Sector’.
4. Founder of Soft-Skill club named ‘Battle of Brains’ at MBA Program
5. Conducted Industrial Visits:
   1. HMT Machine Tools Ltd. Ernakulam, Kerala.
   2. Malabar Cements Ltd. Tamil Nadu.
   3. Dhathri Ayurveda Pvt. Ltd. Ernakulam, Kerala.
   4. Kerala State Drugs and Pharmaceuticals Ltd. Alleppey Kerala.
   5. Autokast Ltd. Alleppey, Kerala.
   6. Hindustan Unilever Ltd. – Bakery Unit, Ernakulam, K erala.

**ACADEMIC PROJECTS:**

1. A live project in Training Management at HMT Machine Tools Limited as a part of MBA program.
2. Organizational Study at Hindustan Unilever Bakery Unit Cochin as a part of MBA program.
3. Project in Citizen News Uploading at Kerala Kaumudi as a part of B.Com Degree.

**ADDITIONAL INFORMATION:**

|  |  |
| --- | --- |
| Date of Birth | 13th April 1990 |
| Nationality | Indian |
| Gender | Male |
| Languages Known | English, Hindi, Malayalam, Konkani, |
|  | Kannada, Tamil |

**DECLARATION:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the creativeness of the above mentioned particulars

Place:

Date:

**PRAVEEN**