**RESUME**



**RANJITH**

**Email:** [**ranjith.387448@2freemail.com**](mailto:ranjith.387448@2freemail.com)

**CAREER OBJECTIVE:**

I would like a career that gives me rich exposure through diverse assignment and working with people of high caliber. I would constantly look out for challenges, which would help me to achieve my personal and professional goal.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **BOARD / UNIVERSITY** | **YEAR OF PASSING** |
| MBA  ( HR & MARKETING ) | Nehru College of Engineering & Research Centre, Thrissur | University of Calicut | August 2016  ( Completed ) |
| BBA ( HR ADMIN ) | Co-operative college, Thrissur | University of Calicut | March 2014  ( 55.25% ) |
| PG DIPLOMA ( BUSINESS ADMIN ) | Annamalai University | Annamalai University | June 2018  ( Passed ) |
| DIPLOMA ( HEALTH INSPECTOR ) | Farook paramedical institute, Calicut | Govt of Kerala | March 2010  ( 80% ) |
| PLUS TWO | G.V.H.S.S,  Ayyanthole | Govt of Kerala  (State Board) | March 2008  ( 72.25% ) |
| SSLC | ST.MMC.HS,  Kanipayyur | Govt of Kerala  (State Board) | March 2006  ( 71.05% ) |

**TECHNICAL SKILL**

* Basics of MS OFFICE
* DIFA
* Photoshop

**WORK EXPERIENCE**

**HR Administrator at Westfort Hospital, Thrissur, Kerala, India (February 2017 – May 2018)**

Duties & Responsibilities

* Ensuring timely initiation & proper compliance of statutory requirements (PF,ESI)
* Recruiting of workmen as per the selection procedure specified.
* Shortlist CV s and arrange interviews
* Provide proper recruiting and training to staff
* Define job description of employees
* Maintain new appointments and resignation
* Update registers like leave registers, holiday wage register and attendance register
* Maintain proper files for all staff and follow up with files new joinees.
* Arrange performance appraisal of employees after 1 year
* Maintain details regarding employees transfer, promotion, and termination

**HR Executive at TRIOs Development Support (P) Ltd, New Delhi, India (April 2014 – November 2014)**

Duties & Responsibilities

* Work with company CEO and/or Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
* Direct all hiring and training procedures for new employees
* Administer or change benefits, health plans, retirement plans, etc.
* Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
* Coordinate and direct work activities for managers and employees
* Promote a positive and open work environment where employees feel comfortable speaking up about issues

**Sales Officer at HDFC Bank Limited (Sustainable Livelihood Initiative) Thrissur, India (August 2016 – January 2017)**

Duties & Responsibilities

* Finding out Kudumbasree, Self Help Group and all other customers through regular visiting.
* Provide proper loan related classes to all clients
* Selling of banking products to clients. Products might include either Credit Cards, Mortgage, Loans, or all of these.
* Prospecting and identifying new leads and pitching to the clients.
* Providing client service to existing customers.
* Answer all lead and customer questions accurately; prioritize and/or escalate lead and customer questions as needed
* Maintain positive business and customer relationships in the effort to extend customer lifetime value

**PERSONAL DATA**

* Name : Ranjith
* Age : 27
* Date of Birth : 11/04/1991
* Gender : Male
* Marital Status : Unmarried
* Nationality : Indian
* Language Known : English, Malayalam & Hindi,