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| KAVIN  [kavin\_387628@2freemail.com](mailto:kavin_387628@2freemail.com)  **Currently in Visit Visa (Valid till end of March 2019)- Ready to start immediately** |  |

**PROFESSIONAL SUMMARY**

Results-orientated Human Resources Coordinator with around 3 years in all aspects of human resources management. Highly effective communicator who excels at building relationships at all organizational levels. Would like to utilize my skills and talent to the maximum extent to deliver the best results and to develop new skills, which in turn will fulfill the corporate mission of the organization.

**SKILLS**

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| * Professionals in Human Resources Association . * Time management. * Superb interpersonal skills. * Change management. * Records maintenance. * HR Policy Execution. * Employee Relations. * Recruitment /Staffing. * Adaptive to any situation. * Payroll processing. * HRIS * Knowledge in programming languages (C,C++,HTML,SQL,VB) | * Teamwork and leadership. * Problem solving. * Communication skills. * Customer care. * I.T skills. * Commitment and enthusiasm. * Audit preparation and reporting * Performance management systems * Profound knowledge on MS – Office (Excellent skills in Power Point, excel and Word). * Advanced knowledge in Computer Hardware, Software and Networking. |

**WORK HISTORY**

**Dec 2015 － Nov 2018**

HR Coordinator

**Responsibilities**

* Operational activities of HR department and supporting administrative functions
* Monitoring employee performances and taking necessary actions
* Conducting new employee orientation
* Handling compensations, benefits, payroll and other employee related aspects
* Maintaining and updating employee records
* Processing employee allowances
* Support the HR Manager in administrative tasks
* General vendor coordination for various corporate requirements
* Contract negotiation and Invoice processing
* Arranging exit travel formalities in case of resignation/ termination
* Prepare presentations and supporting materials for meeting/ other engagements
* Explained employee compensation, benefits, schedules, working conditions and promotion opportunities.
* Coordinated employment offers with management and extended offers to selected candidates.

**Infosys BPO Ltd,Bangalore** **May 2011 － Aug. 2013**

Senior Process Executive – Operation

Responsibilities

* Doing Outsourcing for a France Telecom Company named Orange Business Services.
* Effective cost optimization, Revenue assurance, negotiation, Cost & Revenue analysis in the area of telecommunication with different service providers.
* Revenue assurance:-Customer billing v/s carrier charges (billpayable and receivables).
* Cost assurance:-expected cost v/s charges.
* Analyze and calculate profit and loss by using different billing applications.
* Identify non billing circuits and interact with different terms worldwide to solve the discrepancy.
* Train and educate the new employees on the work process in the organization
* Order validation of different countries and ensuring data integrity in upstream and downstream tools.
* Reporting directly to the Process Manager.
* **Preparing reports** on:
* Daily On Hold status
* Daily  LVO report
* Weekly Rolled-back  report
* Weekly Audit Report

**TECHNICAL QUALIFICATION**

* Profound knowledge on MS – Office (Excellent skills in Power Point, excel and Word)
* Advanced knowledge in Computer Hardware, Software and Networking
* Knowledge in programming languages (C,C++,HTML,SQL,VB)

**EDUCATION**

* MBA: Human Resource & Information Technology Under Guwahati University, 2013 - Bangalore
* Bachelor of Science: Information Technology Under Bharathiar University, 2010 -

Coimbatore

**PERSONAL INFORMATION**

Visa Status         :    Visit visa -

Nationality        :    Indian

Date of Birth      :    22nd Jan, 1988

Marital Status   :    Married

Linguistic Abilities  :    English, Malayalam, Hindi &Tamil.