Sreeraj

Administrative Associate



sreeraj-392531@2freemail.com

# PROFESSIONAL PROFILE

* Having around 7+ years of experience in Administration, Learning & Development, Human Resource & Sales.
* Previously designated as Advanced Associate (Level 3)-with EY (Ernst & Young) Carnival Info Park SEZ, Kochi, India.

# CAREER REVIEW

## EYGBS INDIA LLP

**(CARNIVAL INFOPARK, KOCHI, KERALA, INDIA)**

* Worked with the talent team in Kochi as a Learning and Development Admin for the Central and South East Europe region (CSE) for over 22 countries.
* Provided multiple HR support services including Workforce Administration (WFA), learning administration and Performance management support to Ernst & Young member firms.
* Supported HR transactions and associated administration, reporting, data administration and supporting technology.
* Handled customer queries and provided admin support for the CSE trainings.
* Conducted job evaluation surveys.
* Delivering and overseeing the training of individuals or groups of employees.
* Compiling and presenting information.
* Implementing, advising on and monitoring appraisal schemes.
* Supervising and monitoring progress made via training programs or schemes.
* Ensuring team members receive statutory required training.
* Designing and assessing training programmes.


## PHOENIX CARS INDIA PVT LTD (VOLKSWAGEN THRISSUR, KERALA, INDIA)

* Design compensation and benefits packages.
* Implement performance review procedures (e.g. quarterly/annual and 360° evaluations).
* Develop fair HR policies and ensure employees understand and comply with them.
* Implement effective sourcing, screening and interviewing techniques.
* Assess training needs and coordinate learning and development initiatives for all employees.
* Monitor HR department’s budget.
* Act as the point of contact regarding employment legislation issues.
* Manage employee’s grievances.
* Create and run referral bonus programs.
* Measure employee retention and turnover rates.
* Oversee daily operations of the HR department.

## ICICI BANK HOME LOANS (THRISSUR, KERALA, INDIA)

 



* Contact companies or people to ask if they need a loan.
* Meet with loan applicants to gather personal information and answer questions.
* Explain different types of loans and the terms of each one to applicants.
* Obtain and verify financial information, such as the applicant’s credit rating and income level.
* Investigate and evaluate the applicant’s finances to decide if the applicant should get the loan.
* Approve loan applications or refer them to management for a decision.

# EDUCATION

* + **Graduated in 2012**


## University of Calicut, India.

* + **– Graduated in 2010**


## Bharathiar University, India.

**SKILLS**

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**SAP LEARNING PHASE**

**MS OFFICE**

**ADOBE PHOTOSHOP**

**HONORS AND RECOGNITION**

* Subject Matter Expert in EY Talent Shared Services.
* Exceptional Client Service Award Winner.
* Facilitator development and Train the Trainer expert.

# LANGUAGES

* English
* Malayalam
* Tamil
* Hindi

# OTHER DETAILS

* + Visa Status - Visiting Visa (valid till 21 September 2019)
	+ Nationality - Indian
	+ Marital Status - Married