

|  |
| --- |
| ***Libin HR photo new***  ***LIBIN***  ***Personal Data:***  *DOB:05/03/1992*  *Age:27*  *Sex: Male*  *Nationality :Indian*  *Marital Status: Single*  ***Languages known:***  *English, Malayalam, Tamil* |

**CAREER OBJECTIVE**

**RESUME**

Seeking a challenging career in a dynamic organization which provides a platform for effectively utilizing my skills and potentials to achieve organizational goal

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **INSTITUTION** | **UNIVERSITY/BOARD** | **YEAR OF PASSING** |
| **MBA (HOSPITAL AND**  **HEALTHCARE MANAGEMENT)** | SRM School of Business, Chennai | SRM University | May 2016 |
| **BBM** | Christ College, Irinjalakuda, Kerala | Bharathiar  University | August 2013 |
| **HIGHER SECONDARY**  **(COMMERCE)** | S.N Trust HSS,Nattika, Kerala | Kerala State Board | March 2010 |
| **SSLC** | HSS Karalam, Kerala | Kerala State Board | March 2008 |

**PROFESSIONAL WORK EXPERIENCE**

SRM Institute for Medical Science, Chennai

Period: 01 June 2016 to 01 June 2019

Current Designation: Executive HR

**SIMS Hospital– Vadapalani, Chennai** renders 360 degree advanced tertiary healthcare services with multi-super speciality and, very soon, a state-of-the-art multi-organ transplant service. With the finest combination of experience, expertise, state-of-the-art technology and well-coordinated patient centric team work, every step is aimed at ensuring excellence in patient care.

**PROFESSIONAL SUMMARY**

HR professional with **three years** of exposure in Healthcare field handling activities which focus on implementing core HR policies and concepts for organizational betterment

* Currently responsible for complete recruitment process
* Organise and coordinate human resource department activities

**RECRUITMENT**

* Responsiblefor complete recruitment life cycle from sourcing, screening, selection, salary negotiations, pre-selection process and post offer process, so on
* Carrying out the recruitment of on-boarding process, induction sessions for new joiners and maintenance of employee database
* To obtain manpower approved requisition form for all recruitments
* Manpower planning with respective clinical and admin departmental heads in coordination with senior manager HR
* To scrutinize the resumes, schedule interviews with respective HOD’s to call for candidates and intimate the interview panel members
* Sourcing through job portals and email functions
* Campus selection
* Document verification and Background verification
* To complete credentialing formalities for clinicians and update in Clinicians master form
* To ensure submission of professional indemnity policy for clinicians before expired
* Database updation and category
* To Coordinate Internship, Observership and Fellowship programme

**GENERIC HR ACTIVITIES**

* Preparation of offer letter, appointment order for new hires
* HR rounds including monitoring grooming standards and employees dress code
* Attending meeting on behalf of HR and preparing minutes of the meeting to ensure proper update on actions taken towards admin/operational issues
* Preparation of relieving cum service certificates
* Induction and orientation
* Preparation of presentation on HR activities recruitment inclusion and exclusion, training, employee engagement activities and other process done on every month for HAB (Hospital Advisory Board Meeting)
* Joining formalities, preparation of id card, biometric swiping and issuing uniforms
* Attending queries related to HR department
* Preparing full and final settlement and follow-up
* To send official mail for E – Mail ID, CUG No., Business card, Laptop etc. for new joiners.(as per hospital policy)

**INTERSHIP, PROJECT & INDUSTRIAL EXPOSURE**

* Two month internship at SIMS Hospital,Vadapalani

Project done on overall analysis of attrition of employees

* Final year two month project at Fortis Malar Hospital

Project done on service quality in outpatient department

**ACTIVITIES & ACHIEVEMENTS**

* Served as a volunteer in buddy system for the students of South Korea,

Hannam University in HNU-SRM Linton global leadership program

* Certificate of merit in Kalakayikolsavam(drama)
* Certificate of proficiency in it fundamentals & Microsoft office 2007

**STRENGTHS/SKILLS**

* Communication Skill
* Ethical
* Hard worker
* Adaptability

**SKILL SET**

* MS OFFICE

**LANGUAGES KNOWN**

* English (Speak, Write, Read)
* Malayalam (Speak, Write, Read)
* Tamil (Speak)

**Personal Contact :** [libin-396843@2freemail.com](mailto:libin-396843@2freemail.com)

**Reference :** Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

**DECLARATION**

I hereby declare that the above mentioned statements are true and precise to the best of my knowledge.

Place: Thrissur **Libin**

Date: