**RESUME**

**First Name of Application CV No 421632**

Whatsapp Mobile: +971504753686



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career objective

Employment in an organization or company where I can show case my skills and mean time learn and experience new things, thereby share my ideas and deliver my ability coupled with commitment, and teamwork towards the growth of organization**.**

JOB EXPERIENCE

Have been working as **EXECUTIVE HR** in **Sidco Sales Emporium**, Calicut , Kerala for 18 months

**Recruitment**

* Executive Search through Company Database Search, Head Hunting, Job Portal Search, networking and referral.
* Coordinating with placement agencies
* Coordinating with the Client & placing the right candidate
* Building and retaining clientele relationships
* Coordinating in Recruitment & Selection matters
* Screening candidates through Preliminary interviews
* Prepare offer and appointment letters
* Responsible for complete joining and orientation Formalities of new employees.

**Performance Appraisal**

* Participated in yearly performance appraisal assessing and evaluation process
* Involved in final appraisal/rating after receiving the feedback
* Assisting in framing, analyzing and revising the existing HR policies

**Time Office:**

* Maintaining attendance & leave records
* Taking action on latecomers & early-goers.
* Maintaining daily report on overtime along-with justification.

**Statutory Compliances:**

* Maintaining records under PF, ESI, & Factories Act, Contract Labor.
* Maintaining records and meeting the prescribed requirements under, PF, ESI
* Liaisoning with govt offices - Labor office, ESI office, PF office etc.

###### Employee Relations:

* Solving grievances related to wages, increment and other day-to-day labor problems.
* Knowledge of issuing warning letters, making domestic enquiries and taking disciplinary action.
* Analysis of suggestions found in the suggestion box and acting upon them accordingly.

**Payroll and compensations**

* Coordinated in Pay Roll Compensation, attendance & maintained the Leave record of the employees
* Maintained resignation records and ex-employee dues
* Processed the Exit Interview

educational qualification

* Master in Business Administration from RVS IMSR, Coimbatore under Bharathiar University, in 2011-2013with first class.
* Bachelor of Science in Mathematics Farook College, Calicut, under Calicut University in 2009 – 2011 with second class.
* Higher Secondary from Umbichi Haji Higher Secondary School, Calicut under Board of Higher Secondary Examination in 2006-2008 with first class.
* Secondary from FHSS, Farook College, Calicut under Board of Higher Secondary

Examination in 2002-2003 with first class

internship/ project

* Industrial training in Minar TMT Steels, Calicut
* Project titled **“Impact of Employee Turnover and Retention” at KADAVU RESORTS & AYURVEDIC CENTRE,** Calicut from 01-12-2012 to 31-12-2012.

computer skills

* M.S Office
* Platforms: Windows 7, 2007.Windows XP

ACHIEVEMENTS

* Participated in a 3 days Outbound Leadership Program in Breakthrough, Bangalore from 11th to 12th August 2012.
* Participated in a 4 days Personality Development Program- M-Power from September 28th to October 1st 2011 organized by Vertical Eye.
* Participated in the Sparkle Program organized by the Vertical Eye, from October 17th to 20th 2012
* Received certificate from **MTS** for attending and being succeeded in their challenging game.
* Published a paper on the Topic “**IMPACT OF EMPLOYE TURNOVER AND RETENTION IN HOSPITALITY INDUSTRY**” In an INTERCONTINENTAL MANAGEMENT RESEARCH JOURNAL.

PERSONAL DETAILS

DOB: 13-05-1991

Gender: Male

Nationality: Indian

Working Language: English, Hindi,Malayalam, Tamil