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##### SYDNEY. B. MONTEIRO

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## Objective:

Seeking a challenging position as a HR professional, where my experience, education and accomplishments will contribute to my success and that of the organization.

**Experience Summary:**

Having around 4 years experience in Generalist HR activities relating to payroll, statutory compliances, IR, discipline, grievance handling and administration**.**

**Current Employment details:**

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| --- | --- |
| Experience | Working since May 2013 |
| Current Employer | Manjunatha Industries, Peenya, Bangalore |
| Functional Area | Human Resources and Administration |
| Designation | Executive – HR |
| Nature of Industry | Fabrication and Job Work |
| Current Role | HR Generalist |

**Present work experience:**

* **Working at Manjunatha Industries, Peenya, Bangalore as Executive-HR.**
* Responsible for Payroll Process. Updating salary related inputs and making monthly salary statements. Working out different components of Compensation package and deductions.
* Monitoring of daily attendance, late comings and early goings.
* Responsible for the initial recruitment process. Determining the HR gap in coordination with dept. heads and working out the process of head hunting, application blank screening and conducting initial interviews
* Responsible for HR related statutory compliances; like ESI, PF, Factory dept, Labour dept, Pollution control board and such others. Preparing monthly and annual returns as per the rules and enactments. Renewing licenses and consents under different statutory acts.
* Responsible for maintaining statutory records like the Muster Roll, Leave register, OT register, Wage register, Registers related to contract labour, and forms and registers prescribed by acts and enactments from time to time.
* Responsible for Induction process for new recruits. Preparing induction schedule and orientation programmes, Preparing joining formalities of new recruits. Updating the Employee master from time to time as and when required.
* Responsible for HRMIS.
* Monitoring of Safety Rules and Regulations inside the factory.
* Responsiblefor general administration process of the company

**Previous Experiences/Service Experience**

1. **Worked at Lamina Foundries Ltd., NITTE Karkala, Udupi as Executive-HR.**
* Responsible for disciplinary procedure - issuing of Show Cause notices, Warnings and conducting of enquiries and handling of other IR issues.
* Responsible for maintaining of muster roll, monitoring the employee attendance in coordination with the Time office.
* Responsible for statutory compliances like Factories Dept, Labour Dept, Pollution Control Board, ESI, PF etc.
* Responsible for working towards the safety and welfare of the employees, conducting periodical safety audits and monitoring and controlling of factory accidents.
* Responsible for training and development and monitoring and maintaining training and training records of employee development and for ISO requirement.
* Responsible for Payroll process through computer generated programmes like ERP (Fox-Pro). Also responsible for annual increment process and salary break-ups.
* Responsible for the recruitment and selection process. Having constant communications with the dept. head for their HR requirements and also in contact with consultancies to fill in the HR gap.
* Responsible for the updating and maintenance of employee HR MIS and document control for all related process.
* Responsible for executing the necessary actions, documentations and processes for employee joining, confirmation transfers and exits.
* Responsible for general Administration process of the company.
1. **Worked as HR Executive at CICB-Chemicon Pvt Ltd., Baikampady, Mangalore for 1 year.**
* HR in-charge of the Mangalore factory.
* Responsible for payroll, ESI and PF process.
* Responsible for statutory compliances like Factories Dept, Labour Dept, Pollution Control Board, etc.
* Responsible for Training and development of employees.
* Responsible for admin related activities.
* Undergone training in the HR Department, at HUL (Hindustan Unilever Ltd), Mangalore as a part of the Field Work Practicum.
* Interned for one month at CICB-Chemicon Pvt Ltd., Mahalaxmi Layout, Bangalore.

## Education and Qualifications

* MSW (PM&IR) in the year 2009-2010 from School Of Social Work, Roshni Nilaya Mangalore. (67.70%)
* Bachelor Of Arts (BA) in the year 2006-2008 from St.Aloysius College Mangalore. (67.13%)
* Pre-University Education (Arts) in the year 2004-2005 from St.Aloysius College Mangalore. (77.66%)
* SSLC in the year 2001-2003 from Milagres School. (66.72%)

## Computer Proficiency

* Diploma in Commercial Applications from MICE (Manipal Institute of Computer Education), Mangalore.
* Two years course in Concepts of Information Technology, MS-office Applications and Database Applications (Visual for Pro) St. Aloysius College, Mangalore.
* Post Graduate Diploma in Self & Professional Development (PGSPD), Roshni Nilaya, Mangalore

## Technical Knowledge:

* MS-Office, MS-Access, Tally 7.2 Vat enabled, Deamweaver, Coral Draw. .

## Extra Curricular Activities:

* Member of “HR Forum”, School of Social Work, Roshni Nilaya.
* Nurture Nature Club of School of Social Work, Roshni Nilaya.

## Seminars/Conferences/ Competitions:

 **Participated in:**

* State Level HR-Conference on, “Human Resource – functions as Strategic Business Partner”, at School of Social Work, Roshni Nilaya, Mangalore in 2009 & “HR- Enhancing Competencies towards New Heights” in 2010.
* Spandana 2008, a National Level Conference on the theme, “Social Transformation begins with Self Transformation”, & “Social Work-Enabling people to make a Difference” in 2010, at School of Social Work, Roshni Nilaya, Mangalore.

## Personal Details:

Date of Birth : 2-10-1987

Nationality : Indian

Marital status : Single

Languages known : English, Hindi, Konkani,

Passport Number : J7099541.

Date of Passport Issue : 16-6-2011

Date of Passport Expiry: 15-6-2021

Visa Status : Visit Visa till 31st January

Alternate Email ID : sydzee montiro@yahoo.com

Permanent Address : “Ankor” Santhosh Nagar, Vamanjoor Post,

 Mangalore, D.K 575028

 Karnataka, India

## Hobbies/Interests:

Writing poems, articles, short stories, listening to music, reading books, making craft out of waste, cooking, occasionally partaking in adventurous activities.

## Declaration:

I hereby declare that all the above mentioned items are true and best of my knowledge and belief.

 **(Sydney B Monteiro)**