

 Ajith

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Career Objective

Looking forward to a career where I can find opportunity to improve my knowledge and skills continuously in a challenging working atmosphere and by working with people having diverse capabilities and personalities as a team.

Academics

Completed Bachelor of Engineering from Udaya School of Engineering under Anna University in 2015 with 68.5%.

Career Précis

A result oriented professional with over 2 years of experience in

* Recruitment
* Employee Engagement
* Manpower Planning
* MIS/Reporting
* Client Management
* Team Management
* Administration
* Performance Management

Work Experience

**Role: HR EXECUTIVE (2.2 years) 05th Oct 2015 - 05th Dec 2017**

**Net Mount Info Solution Experts – (NISE GLOBAL), Cochin, Kerala, India.**

**Mission:**

* Ensure administrative and contractual management, planning, scheduling and all HR requirements for local and seconded personnel according to the law, to labor agreements, trade union agreements as well as company guidelines and procedures.
* Plan, supervise, calculate and control labor cost and propose any corrective actions necessary as resulting from the analysis.
* Ensure consistent application of the HR methodology system.

**Responsibilities:**

* Assisting in the staff administration, including benefit package, insurances, invoices.
* Providing support in the on-going personnel administration and the update and preparation of listings/database.
* Securing an efficient HR filing system.
* Taking part into the recruitment processes: job advertisement, screening of CV’s, interviews’ organization.
* Helping to coordinate the staff trainings, on the supervision of the HR Manager.
* Studying and researching new methods, policies and tools for HR Management.
* Ensure the uploading of information to company IT systems and guarantee the correctness and availability of data regarding resources.
* Reviewing resumes and applications.
* Conducting recruitment interviews and providing the necessary inputs during the hiring process.
* Managing all administration and office process for day to day.
* Preparation of salary statement.
* Handling the full and final settlement of the employees.
* Administration of all contract labor.
* Regular updating of communication channels of employees.
* Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
* Preparing and processing timely distribution of salary, bonus, increment salary slip, and other settlements.
* Recording, maintaining and monitoring attendance to ensure employee punctuality.
* Conducting employee orientation and facilitating newcomers joining formalities.
* Resolving grievances or queries that any of the employees have.
* Preparing letters such as offer, confirmation and appraisals.
* Implementing and administering performance management processes as per the PMS policy and timelines.
* Conducting exit interviews for employees and recording them accordingly.
* Engaging with employees on a regular basis to understand the motivation levels of people in the organization.
* Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing.
* Ensure the management/recording of attendances/absences of personnel
* Ensure the management of shift work.
* Provide labor cost estimations for bids and other company activities when required.
* Process and analyze the actual, forecast and balance sheet labor cost.
* Provide HR reports to managers and team leaders.
* Ensure consistent application of guidelines and procedures for recruitment.
* Optimize the distribution of human resources, according to business development (HR Planning and Scheduling).
* Ensure Customer Relations are maintained properly.
* Ensure all Customer complaints are satisfied and maintained up to date.

Achievements

* Implemented Campus Branches for Product development of NISE
* Introduced Educational Apps via e-learning through app for IT Educations for E-Learning
* Introduced Restaurant Apps for reducing Manpower and Efforts, E-Orders.
* Worked with a project team in TCS ‘Prophetic Lighting’.

Skills

|  |  |
| --- | --- |
|  HRIS | Human Resource Applications and Systems |
|  MIS | MS Excel, MS Word, PowerPoint |
|  CRM | Customer Relation Management |
|  HRD | Human Resource Documentation |
|  Manual Testing | Testing bugs in Mobile Applications |

Personality Traits

|  |  |
| --- | --- |
| Positive Attitude | Dedicated to Job |
| Strong Individuality | Strong leadership and patience full skills |
| Systematic & Organized | Dedicated team player confident in handling multiple assignments under pressure and meeting deadlines |
| Emotional Intelligence | Ability to perceive, understands, and manages feelings and emotions. |
| Cooperative | Working well with others such that the goals and values of the team can be advanced. |
| Trustworthy | Working as my own company |

Skills

* Organization
* Multi-Tasking
* Negotiation
* Dealing with grey
* Communication
* Discrete and Ethical
* Dual Focus
* Problem Solving
* Change Management

Languages Known

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Speak | Write | Read |
|  English |  |  |  |
|  Malayalam |  |  |  |
|  Tamil |  |  |  |

Personal Details

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| --- | --- |
| DOB, Age | 30-08-1992 , 25 |
| Nationality | Indian |
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Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and am also confident of my ability to work in a team