**RESUME**

**JOSEPH**

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# CAREER OBJECTIVE

To enhance my skill- set by working in a challenging and competitive environment while at the same time contributing to the growth and progress of the organization and to put in best efforts towards mutual growth.

# EDUCATIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board/University** | **Year of Completion** | **Percentage** |
| MBA (HR&  Marketing) | XIBA | M.S University, Tirunelveli | 2014 | 60 |
| B.COM | VOC COLLEGE, TUTICORIN | M.S University,  Tirunelveli | 2011 | 52 |
| HSC | V.V.D MEM.HR.SEC.SCHOOL  TUTICORIN | State Board | 2008 | 71 |
| SSLC | GOVERNMENT HIGH SCHOOL THARUVAIKULAM | State Board | 2006 | 77 |

**WORKING EXPERIENCE**

**SK MARKETING CONSULTANCY, CHENNAI.**

HR Recruiter Jan 2018 – Oct 2018

# JOB RESPONSIBILITY

* Complete the full induction of joining and separation formalities like Prepare the Offer, Appointment, Confirmation, Promotion, Increment and Transfer Letters
* Maintain and updating the records of employees. Initiate the background check for employees.
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
* Processing Employee PF, ESI, Medical claims.
* Assisting with day to day operations of the HR functions and duties.
* Leaves and Attendance Management.
* Handling the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirement.
* Screening and shortlisting profiles based on job specification followed by taking their telephonic round interview for initial screening as per business requirement.
* Take the HR round of interview to evaluate the communication skills, Salary negotiation, service level and suitability of the candidate.
* Experience in Internet recruitment sites like Nakuri, Monster and Indeed.
* High level of proficiency with MS Outlook, Office, Word and Excel software.
* Responsible for processing the full and final settlement conducting exit interviews, advising exit formalities like notice period , getting clearance certificate.

# AVTECH SOFTWARE SERVICE PVT LTD, CHENNAI.

US IT Technical Recruiter May 2016 – Nov 2017

# JOB RESPONSIBILITY

Experience in full life cycle of Recruitment (Analyzing requirements, Sourcing profiles, screening resumes, short listing candidates, scheduling and organizing interviews, negotiating salaries with candidates, issuing Offer letters and closing of candidates).

* Responsible for sourcing consultants and short-list the resumes depending on the requirements.
* Hands on working experience in Internet recruitment sites like Dice, Monster, Career builder and Techfetch.
* Take the preliminary round of interview evaluate the communication skills and suitability of the candidate.
* Speak to the consultants/employers regarding their technical skills, interest, and availability and convince them regarding pay rates, relocation's.
* Negotiation billing rates for consultants and their prospective client’s companies according to applicant's skill level and job offer.
* Excellent knowledge on immigration visa’s like, H1B, EAD, GC, US Citizen, TN Visa, OPT etc.
* High level of proficiency with MS Outlook, Office, Word and Excel software. Familiarity with Internet navigation and on-line recruiting technology/tools.
* A quick learner with exceptional organizational, interpersonal, communication, negotiation and account management skills.
* Familiar with time zones (EST, CST, MST, PST), visas, work type.
* Involved in US - IT Staffing process for hiring consultants on different tax terms like Corp-to-Corp, 1099, contract-to-hire and W2 hourly.
* Verifying the Visa copies of the consultants like I-797, H1B, EAD, GC, US Citizen, TN Visa, OPT etc.
* Maintaining good relationship with client managers and vendors.
* Scheduling the interviews for the shortlisted candidates and updating the proper feedback to the consultants.

# SRI VIGNESH AUTOMOTIVES PVT LTD, CHENNAI.

HR Executive May 2014 to May 2016.

# JOB RESPONSIBILITY

* Employee Joining Formalities.
* Compile and update the employee records (hard and soft copies).
* Prepare the Offer, Appointment, Confirmation, and Promotion Letters.
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
* Processing Employee PF, ESI, Medical claims.
* Performance Appraisal.
* Leaves and Attendance Management.
* Exit Interview/Full & Final Settlement.
* Handling the Payroll and Admin Works.

# CERTIFICATION SAP ERP MM, Version ECC 6.0

**TECHTRONICS– SAP TRAINING CENTER**, **CHENNAI**

**02/10/2015 - 23/12/2015**

**FOCUS AREAS**

* Exposure in maintain master records related to SAP MM.
* Expertise in maintain organization units in SAP MM.
* Have knowledge on full P2P life cycle.
* ASAP Methodology.
* Release strategy.

# CASE STUDY

Case study accompanies fundamentals for Solutions Consultant. The case study implementation is part of Full time Training in 'SAP MM ECC 6.0.

# PROJECT

* **MBA PROJECT**: A Study on EMPLOYEE WELFARE special reference To MARIS ASSOCIATES PVT LTD in Tuticorin.
* **INTERNSHIP PROJECT**: A Study on EMPLOYEES TRAINING AND DEVELOPMENT with Special Reference to LUCAS TVS in Chennai.
* **UG PROJECT**: Usage of ONLINE ADVERTISING in Tuticorin.

# TECHENICAL SKILLS

* TALLY ERP
* MS OFFICE
* SAP MM

# INTERESTS

* Social Networking
* Playing volleyball, cricket, badminton

# PERSONAL DETAILS

Name : M. Joseph

Date of Birth : 17-03-1991

Sex : Male

Nationality : Indian

Languages known : Tamil & English (Read, Write and Speak)