

ATHERIN SAJU

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Career Objective: To associate with vibrant organization which allows me to put my competencies to the best use and add value to the organization contributing to growth as an individual.

SUMMARY OF QUALIFICATIONS

- ☛ Completed MBA from T John College Bangalore 2014-2016
- ☛ BA Language and Literature in Copy Editing from St.Josephs College, Moolamattam, 2011-2014.
- ☛ 12th standard passed from SMHSS, Cherai, and Ernakulam in the year 2009-2011.
- ☛ 10th passed from Talent Public School, North Paravoor, Ernakulam in the year 2009.

WORK EXPERIENCE

Working with an IT firm since 2nd February, 2017 till present.

Designation – Human Resource Executive

Name & Address of the firm – Spectrum Softtech Solutions Pvt.Ltd,

Mahakavi G Road,

Karikkamuri, Cochin-682011.

Job Profile

- First point of contact for HR queries.
- Preparing various letters like offer letter, appointment letter, confirmation letter, Absenteeism notice, warning letter, show cause notice, experience/service certificate, Reliving letter etc.
- Ensure the appropriate induction and orientation process is carried out for new employees.
- Provide an advisory service to employees ensuring that they are fully aware of their rights and entitlements.
- Communicate with employees to know their problems and demands.
- Assisted with identifying the exit processes, conducted exit interviews, and conducted Separation Benefit discussions for employees who were eligible for such benefits.
- Receive feedback from resigning employees to get an idea about their experience of working with the organization.
- Ensure good working relationships are maintained with all staff to help the whole Office operate as a positive coordinated constructive unit.
- In charge of the disciplinary, grievance and redundancy processes.
- Handling payroll related activities of more than 280 employees like salary payouts, statutory compliance as per Labor law/ Act, whilst maintaining all documents for Audit.
- Dealing with the final settlement of employees when they leave.
- Ensuring all HR administrative records are updated and maintained
- Monitor that accidents and incidents are recorded accurately, investigated and reported as required
- Resolves problems or questions concerning employee relations and HR-related investigations.
- Ensured Company and Human Resource policies and procedures were executed with excellence.
- Effective working knowledge of employment legislation and HR policies and procedures.
- Effectively managing welfare measures, management - employee get together, picnics & parties.
- Maintaining Human Resource information like Personal files, HRM System updates, Annual Leaves etc.
- Preparing Organizational reports based on Head counts, attrition and appraisal.
- Provide advice to managers and staff on terms and conditions of service.

Technical Skills

- Operating Systems: Windows XP, Windows 7 and Windows 8.
- PC Packages: MS Power Point, MS Excel, MS Word.

Academic Projects

☛ Dissertation on “A Study on Performance Appraisal System in Rajagiri Hospital, Kochi”.

- The main aim of the Dissertation was to conduct on how performance appraisal is done and on what basis.
- Various functions were observed by visiting each department.
- Detailed report on the study was prepared and submitted to the college and University.

☛ A Project on “Challenges with Motivating Employees in Nagarjuna Pvt. Ltd”

- The main objective of the project was to conduct a study on the concept of employee engagement.
- An interaction session was conducted for the employees and questioners were given to the employees at the end of the interactions session.
- Detailed report on the study was prepared and submitted to the college and University

☛ A Project on “Post Colonialism Feminism In Anita Desai Clear Light Of Day ”

- The main objective of the project was studying about Post Colonial and Post Colonial Feminism.

ACHIEVEMENTS & SKILLS

Achievements

- Done Comparing and anchoring during College live workshop and Management fest.
- Participated in Classical dance and Singing at College and School levels.
- Certificates for attending various Seminars.

Hobbies

- Reading Books and Listening Music.

Personal Skills

- Creative problem solving capability and ability to make instant decisions.
- Possess excellent oral, written, analytical, presentation, and communication skills.
- Ability to work within evolving processes and changing environment.
- Highly motivated, self-directed, and able to handle multiple tasks/projects simultaneously.

Personal Profile

Date of Birth : 24 April 1993
Marital Status : Single
Nationality : Indian
Languages Known : English, Hindi, and Malayalam
Permanent Address : Menachery House
Njarakkal
Ernakulam, 682505

Declaration

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

ATHERIN SAJU