



# ABIN ANTONY

Sr. HR Executive

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## SUMMARY

- ❖ Around 4 years of work experience in both the Human Resource Department and Office Administration of organization in repute.
- ❖ Coordinated the completion and submission of all HR related paperwork to Payroll, HRIS and statutory compliance.
- ❖ Managed hiring process (job requisitions, skill set matching, headhunting, networking and screening) and the interview process, references and salary negotiation.
- ❖ Assist the management by researching, developing, writing and updating policies, procedures, methods and guidelines; communicate and enforce organization values.
- ❖ Oversaw the new employee process after hire, and practiced effective employee retention strategies.
- ❖ Support Operations by planning, organizing, and implementing HR & Administrative systems.
- ❖ Developing and maintaining successful working relationships in order to influence and provide effective HR processes, advice and support.
- ❖ Performing an entire gamut of HR activities inclusive of End to End Recruitment.

## PROFILE

“ Human resources expert with more than 4 years of experience working in fast-moving environments. Demonstrable experience leading human resources teams to provide business solutions that are on time and to budget. Ability to overhaul human resources procedures and processes to provide a more cost efficient solution to businesses ”

## WORK HISTORY

### Vrudhi Outsourcing Pvt Ltd

December 2017 - Present

#### Senior HR Executive

*Vrudhi Outsourcing Pvt. Ltd. is a leading service provider in the Facility Management industry with an outstanding reputation for quality and integrity throughout India & part of Middle East. As Senior Executive – HR, I manage a team of 4 members at corporate office and 1200+ staffs in various states of India and report to the Senior Manager – Human Resource and Group Head HR & Administration.*

- Handling end to end payroll process independently of the 1200+ employees of the organization.
- Handling smooth transition of staffs through effective on-boarding.
- Established and monitored employee pay scales.
- Supervising the process of statutory compliance.
- Handling and solving employee grievance & other labor issues
- Audited workplace, employee and management policies and procedures.
- Educated and advised employees on group health plans, voluntary benefits and retirement plans.
- Preparation of full and final settlement, completion of exit formalities and exit interview analysis.
- Developed innovative new-employee orientation programs, including safety training.
- Implemented the company's first sourcing tracking system.
- Facilitated the criminal background check process for new hires.
- Built a comprehensive employee recruiting strategy.
- Managed the employee rewards programs.
- Trained staff during demonstrations, meetings, conferences and workshops.



## SKILLS

- ❖ Payroll (*HRMS & Paysoft*)
- ❖ Statutory Compliances
- ❖ Talent Acquisition
- ❖ Recruitment & Retention
- ❖ Employee Documentation
- ❖ Training & Development
- ❖ Employee Relations & Motivation
- ❖ Performance Management
- ❖ Project Management
- ❖ Employment Laws
- ❖ Policies & Procedures
- ❖ Workforce Planning & Development
- ❖ Change Management
- ❖ Organizational Development
- ❖ Employee Grievance Handling

### Indel Money Pvt Ltd

September 2016 - December 2017

#### HR Executive

*Indel Money Pvt Ltd, is the financial services wing of Indel Corporation that has invested in banking, automobile sales & services, hospitality, tunnelling and construction in various parts of the country. As Executive – HR, I manage a team of 5 members at corporate office and 142 branches in Kerala & Tamilnadu and report to the Assistant General Manager – Human Resource and Group Head HR & Administration.*

- Handling end to end payroll process independently of the 500+ employees of the organization.
- Arranging the local talent sourcing, selection and hiring process.
- Background verification of shortlisted candidates, issuing offer and appointment letters to selected candidates, ensuring timely joining of staffs.
- Handling smooth transition of staffs through effective on-boarding.
- Preparation of full and final settlement, completion of exit formalities and exit interview analysis.
- Assisting in the process of statutory compliances.
- Creating and updating database of employees, leave management, attendance records etc.
- Monitoring Employee Loan Scheme (Indel Employee Loan) and ensuring its deduction from salary.
- Responsible for Data collection, analysis and compilation of reports on head count, movement of manpower, recruitment, attrition, position classification, training, payroll, etc. for the corporate office and all branches.
- Ensure timely completion of the annual performance appraisal of employees. Process the performance management/appraisal forms to ensure completeness, maintain performance management/appraisal records of the employees.
- Act as a point of contact between junior executives and external vendors.
- Undertaking HR initiatives linked to employee engagement activities like arrangements for celebration of events like employee outings, parties and seasonal festivals, annual meet etc.
- Handle the travel allowance, mobile & data bill claims of entire employees.
- Incorporate with overall administration activities of the corporate office.



## EDUCATION

- ❖ **MBA – HR & Marketing**  
*University Of Kerala  
(2014 – 2016)*
- ❖ **BSc – Mathematics**  
*University Of Kerala  
(2011 -2014)*
- ❖ **Science – Biology**  
*Kerala Higher Secondary  
Education Board  
(2006 -2008)*

### Getit InforService Pvt. Ltd.

September 2014 - August 2016

#### HR Executive

*Getit InforService Pvt. Ltd. is a directional media company in India. Its services include E-wallet, E-commerce, Grocery, Local search, yellow pages, white pages directories, classified media, and tele-information services. It currently operates in 56 cities PAN India. As Executive – HR & Administration, I managed administration activities of 12 branches in Ernakulam and report to the Senior Manager – HR and City Head - Administration.*

- Sourcing of candidates from Paper Advertisements, Job sites, References, Recruitment consultancies, Job fairs etc.
- Scheduling interviews, collecting the required documents from the candidates, background verification of shortlisted candidates, issuing offer and appointment letters to selected candidates, ensuring timely joining of staffs.
- Generating and providing Employee Codes, Drafting welcome mails for Corporate Office Staffs/Senior level Employees, Issuing ID cards, Salary Account Opening, Updating the details of newly joined employees in the HRMS software.
- Administration of leave and attendance of the off role employees.



## IT SKILLS

- ❖ MS Office ★★★★★
- ❖ Pay Soft ★★★★★
- ❖ HRMS ★★★★★☆
- ❖ Photoshop ★★☆☆☆



## LANGUAGE

- ❖ English ★★★★★
- ❖ Malayalam ★★★★★
- ❖ Tamil ★★☆☆☆
- ❖ Hindi ★★☆☆☆



## PERSONAL DETAILS

- ❖ DOB : 22/01/1991
- ❖ Sex : Male
- ❖ Marital Status : Single
- ❖ Father's Name : V D Antony
- ❖ Passport No : K8011403
- ❖ Nationality : Indian



## REFERENCE

- ❖ Reference Will Give Upon Request.

- Coordinating with Training Manager for the induction of the employees.
- Creating and maintaining Employee files in proper manner and under safe custody and keeping file movement register.
- Prepare reports for monthly/quarterly reviews ie.,Recruitment reports, Resigned Employees list, Pending HR documents reports, Health Insurance data reports etc. and maintaining Trackers, ie, On boarding Tracker, Recruitment Tracker, Transfer Tracker, Salary Account Tracker, Birthday Tracker, Service Tracker.
- Time keeping of all managers and executives.
- Monitor costs and expenses to assist in budget preparation.
- Organize and schedule meetings and appointments.
- Book travel arrangements.
- Handle the travel allowance, mobile bill claims of on role & off role employees.

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## HUMAN RESOURCE PROJECTS

- Employees Perception Towards 360 Degree Feedback Performance Appraisal System at *Getit Grocery Private Limited*, Cochin (2015)
- A Study On The Application Of Non- Monetary Incentives As A Motivational Tool At *Indel Money Private Limited*, Cochin (2017)

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## DECLARATION

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

**Abin Antony**