

Curriculum Vitae
Vishnu Das V

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Career Objective

Human Resources Management Professional seeking opportunities where exposure in staffing, internal program development and management, employee relations and project management will enhance a company's overall strategic plan and direction.

Personal Strength: Communication Skills, Confident & Positive Attitude

Academia

Qualification	College	University/Board	Year	Percentage
MBA	SAN International Business School	Anna University	2015	68%
B.Com	M.P.M.M SN Trust College	Calicut University	2012	65%
PUC/+2	G.V.H.S.S Koonathara	Kerala state Board	2009	71%
SSLC/10th	G.V.H.S.S Koonathara	Kerala state Board	2007	69%

Computer knowledge

- MS Office and Internet Applications
- Computerized Accounting in Tally

Professional Training

Company: Dsquare Technologies

Course: Advance Diploma in Human Resource Management & Indian Payroll System

During the Training I was given exposure to the following areas

End to End Recruitment	HR Generalist Areas
Handling End to End Recruitment	Handling Joining formalities & Exit Interview
IT , ITES & Non IT Recruitment	PMS System of the Employee
Cold Calling and Head Hunting	Conducting Induction for the new employees
Training the candidates on interview	MIS
Sourcing through job portal	Handling Employee Grievance - ERM
Short-listing profiles for given requirement	Processing Employee PF, ESI, Mediclaim & Other
Technical and Non Technical Assessment	Employment Registration forms
End to End Indian Payroll Management System	
Taking Care of Complete Staff Data Base	
Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings	

Taking Care of routine Tax planning Co-ordination for the Employees
Monitoring Relieving Procedures and Settlements & General administration-related work
Employee Co-ordination & Maintaining the Contract Employees details

Achievements

- ✓ **Main Project (MBA)**
 - Project name** : Job Satisfaction of employees
 - Company Name** : United Breweries Ltd., Kanjikode, Palakkad

Employment History

- 1). **Company Name** : **G & C Infra Innovations (GeoRoof)**
Designation : **HR Executive**
Duration : **Present**

- Statutory compliance ,ESIC, EPF, UAN activation
- effective sourcing, screening and short listing etc,
- Manage employees' grievances
- Developing HR policies and ensuring employee understand
- Leave management and attendance Management
- Provide high quality advice and services to management on daily employee relations and performance management issues

- 2) **Company Name** : **PK Das Institute of Medical Science**
Designation : **HR Assistant**
Duration : **December 2016 to April 2017**

Job Profile:

- Attendance and payroll management _ ESIC, PF
- Recruitment- Sourcing, screening, Short listing etc
- Substantiating applicants' skills by administering and scoring tests.
- Welcomes new employees to the organization by conducting orientation.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintaining employee information by entering and updating employment and status-change data.
- Providing secretarial support by entering, formatting, and printing information; organizing work. Answering the telephone; relaying messages; maintaining equipment and supplies.
- Maintaining employee confidence and protects operations by keeping human resource information confidential.
- Maintaining quality service by following organization standards.
- Maintaining technical knowledge by attending educational workshops; reviewing publications.
- Contributing to team effort by accomplishing related results as needed.

2). **Company Name** : **Spandana Sphoorty Financial Ltd**
Designation : **Zonal HR Executive**
Duration : **June-2015 to Nov-2016**

Job Profile:

- Salary calculation, Payroll PF,ESIC,UAN,TAX
- Statutory compliance, Wage register, OT register, Monthly EPF and remittance Chelan
- Maintain the existing employees and take the feedback from them
- Managing recruitment by identifying best talent from diverse resources for key position
- Leave management and attendance Management
- Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.
- Exit formalities – Exit interview, F&F

Referances

Spandana Sphoorty Financial Ltd :

- 1) Vishal (HR Administration) Cont. No. 8281000188
Email: visal.rajana@spandanaindia.com , hr.kl.spandana@gmail.com
- 2) Shailesh Nair (Divisional Manager Kerala) Cont. No. 7795364948
Email: Shailesh.nair@spandanaindia.com

PK Das Institute Of Medical Science :

Dhanya (HR Administration) Cont.No.04662344500 Email:
hr@pkdashospital.com

Extra-Curricular Activities

- Participated in intercollegiate Sports & cultural Events
- Traveling and Surfing Internet

Personal Details

• Father's Name : Unnikrishnan V M
• Date of Birth : 05/12/1992
• Nationality : Indian
• Marital Status : Single
• Languages Known : English, Malayalam & Hindi
• Passport Number : M5341963

Declaration: I Hereby declare that the above – furnished details are true with Proven records.

Place:
Date:

Signature

Vishnu Das V