

BABU PAUL

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PROFESSIONAL QUALIFICATION - MBA (HUMAN RESOURCES)

WORK EXPERIENCE - 2 Years & 6 Months

<i>Organization</i>	Aster Global Center (A Unit of Aster DM Health Care), Calicut - 673016
<i>Designation</i>	Sr. Executive - HR
<i>Roles & Responsibilities</i>	<ul style="list-style-type: none">➤ Recruitment (Doctors, Nurses, Paramedical, Medical Coders.)➤ On boarding➤ Training & Development (Induction)

<i>Organization</i>	St. Martha's Hospital , Bangalore -560001 (500 Bed Multi Specialty Teaching Hospital)
<i>Designation</i>	Executive- HR (01.12.2015 - 30.06.2017)
<i>Roles & Responsibilities</i>	<ul style="list-style-type: none">➤ Recruitment (Doctors, Nurses & All Paramedical)➤ On boarding➤ Training & Development➤ Performance Management➤ Employee Engagement➤ Attendance & Leave Management➤ Compensation & Benefits➤ HR Operations➤ Exit Formalities/Full and Final Settlement

Detailed description of Roles & Responsibilities:

Recruitment

- ✓ Involved in End-End Recruitment process for lateral and fresher hiring.
- ✓ Interacting with department HOD and prioritizing the requirements.

- ✓ Responsible for Full Life Cycle Recruitment process which includes Sourcing, Screening, Scheduling and Offer roll out & follow-up.
- ✓ Understanding Requirements and sourcing potential candidates on Job portal (**Naukri**) & Reference etc.
- ✓ Preliminary screening and short listing the right qualitative profile, forwarding the right and interested candidates resume to the Department against the requirement followed by interview coordination's and scheduling.
- ✓ Responsible for the smooth functioning of the entire recruitment process.
- ✓ Follow-up with candidates till On-boarding.
- ✓ Maintain Employee Database

Training & Development

- ✓ Induction

On boarding – Joining Formalities

- ✓ Collect all relevant documents & Issue all relevant forms.
- ✓ Issue appointment Order.
- ✓ Biometric registration
- ✓ Issue ID card for new joiners.
- ✓ Site orientation for new joiners
- ✓ Create individual personal file & Employee Number (**ERP**)
- ✓ Coordinating with bank for opening salary account etc.
- ✓ Responsible for seal & Visiting Card

HR Operations

- ✓ **Responsible** for Issue Address proof letter, Employment letter, till date Certificate, Experience letter.
- ✓ Responsible for employee's day to day business activities

Compensation & Benefits

- ✓ **ESI & UAN (PF)** registrations for all employees
- ✓ Issue **ESI Pehchan Card**
- ✓ Generating **ESI Chelan**
- ✓ File **ESI Monthly Contribution**
- ✓ Update Employee details in ESI and Responsible for **all ESI related issues**
- ✓ **UAN** activation
- ✓ Issue **PF** Withdrawal forms like Form 19, Form 10C, Form 15 G

Performance Management

- ✓ Responsible for Performance appraisal
- ✓ Issue and follow up of the probation review and appraisal forms
- ✓ Issue Orders as per Performance appraisal like **confirmation, Promotion & Probation Extension.**

Employee Engagement

- ✓ Organizing St. Martha's Cricket league (yearly once)
- ✓ Organizing X- Mas Fest in St. Martha's Campus

Attendance & Leave Management

- ✓ Updating Leave details of all the employees every month
- ✓ Calculating LOP (Loss of Pay) & Leave Carry Forward details

Exit Formalities/Full and Final Settlement

- ✓ Responsible for relieving formalities

Weir Ensci (Weir Groups) - 6Months

Organization	Weir Ensci(Weir Groups)
Designation	HR Trainee
Roles & Responsibilities	<ul style="list-style-type: none">➤ Recruitment➤ On Boarding➤ Back end process➤ Performance management➤ Employee Engagement

- Recruitment
 - ✓ Sourcing resumes through job portals(**Naukri**) , candidate reference
 - ✓ Screening & Short listing the profiles
 - ✓ Scheduling interview for the shortlisted candidates
- On boarding
 - ✓ Joining formalities & coordinating for induction
- Back end Process
 - ✓ Issue Address proof letter, Employment letter ,Appointment letter ,Experience letter
- Employee Engagement
 - ✓ Organizing employee engagement activities like Birthday Parties, Quiz, Treasure Hunt, Chess, carom tournaments.

Academic Education

- *MBA in HR (HUMAN RESOURCES) - City College, Bangalore University, Karnataka, India. (2013- 2015)*
- *Bachelor of Science in Radiology & imaging Technology - Vinayaka Missions University, Salem, Tamil Nadu, India. (2010- 2013)*

Personal Details

<i>Date Of Birth</i>	<i>01.05.1987</i>
<i>Father Name</i>	<i>Mr.M.S Paulose</i>
<i>Gender</i>	<i>Male</i>
<i>Marital Status</i>	<i>Married</i>
<i>Nationality</i>	<i>INDIAN</i>
AADHAAR No	<i>310798798604</i>
PAN(Permanent Account Number)	<i>BMJPP3208B</i>
UAN (For PF)	<i>100741071561</i>
Welfare Membership Number	<i>KKD03057065</i>
<i>Languages Known</i>	<i>English, Tamil ,Malayalam</i>
Permanent Address	<i>Maracheril (H) ,Perumannoor(P.O) ,Kothamangalam Ernakulum (D) ,KERALA ,PIN - 686693</i>

Passport Details

<i>Passport Number</i>	<i>Date of Issue</i>	<i>Date of Expiry</i>	<i>Place Of Issue</i>
<i>M2606884</i>	<i>30-09-2014</i>	<i>29-09-2024</i>	<i>COCHIN</i>

Declaration

I hereby declare that all the statements made above are true and correct.

Date:

Place.

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(Babu Paul)