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| **AFZAL.A**  **Address for Communication:**  AFZAL.A  MAZHUPPAYIL  VALIYAKULANGARA  OACHIRA P.O  KOLLAM Pin:690526,  KERALA  **Email:**  **Afsal661@gmail.com**  Mob: +919496819673  **Personal Data:**  Date of Birth : 02/10/1992  Sex : Male  Nationality : Indian  Marital Status: Single.  *Passport no: P2268668* | **Career Objective**:  Intend to take a career with leading corporate in High-Tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential and willing to take up any challenging and result oriented task.  Aspiring to pursue challenging assignments in Human Resource & Operations with the drive to make a significant contribution and achieve targets in conjunction with organizational goals.  **CORE COMPETENCIES**   |  |  |  | | --- | --- | --- | | •  HR Generalist / HR Operations | •  Payroll Management | •  Statutory Compliances | | •  HRIS / HR Shared Services / Helpdesk | •  Attendance & Leave Management | •  Mediclaim Process | | •  Joining Formalities (On Boarding) | •  Exit Formalities (F&F) | •  Training & Development | | •  Performance Appraisals | •  HR Policies / Manuals | •  Employee Self Service |   **PROFESSIONAL SNAP SHOT**  **Company & Location Designation Duration**   1. **HR Global Services India**   HRExecutive – HR Generalist 2016 - Present  Bangalore, India  HR Intern Mar 2014 –  **EDUCATIONAL CREDENTIALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | QUALIFICATION | INSTITUTE | BOARD/UNIVERSITY | YEAR | % MARKS | | BBA | VHNSN COLLEGE, VIRUDHANAGAR | MADURAI KAMARAJA UNIVERSITY | 2015 | 66 | | HIGHER SECONDARY | GOV:GHSS, THAZHAVA | BOARD OF HIGHER SECONDARY EXAMINATION | 2012 | 65 | | SSLC | VIVEKANANDA HSS, OACHIRA | GOVT: OF KERALA | 2009 | 90 |   **CERTIFICATION COURSES**   * **Certified Human Resource Generalist** – IIHR Bangalore * **Certified SAP HR Enduser Professional** – Perfect Resources, USA * **Certified Six Sigma Greenbelt Professional** – IIHR Bangalore   **COMPUTER PROFICIENCIES**  End User in Greythr / Folklore HRIS and also have good working knowledge in ERP Applications and Advanced Excel reports i.e., pivot table, Vlook up & Hlook up, splits & freeze panes which is used prepare to MIS reports  **PROFESSIONAL EXPOSURE**  **Recruitment & Selection:**   * Responsible for Recruitment, Selection & short listing the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees’ references, followed by short listing of candidates. * Conducting preliminary round of HR Interview to evaluate communication, interacting with the candidates, giving them a brief about the position and checking their position fitment and scheduling them for further round of Interviews.   **Induction, Joining formalities and Full & Final Settlement Process:**   * Taking Induction Session for the Executive & Middle level entrants in the Organization, Ensured induction of all employees as per the defined process. * Manage business letters related to employee’s offer & appointment letter, service agreement, background verification, , allowances, request for evidence, transfer related documentation etc. and providing required information * F&F Settlements of left employees, complete the same within 5 working days from the date of H/T over and clearance, preparation of experience & relieving letters, exit interviews etc..   **Payroll Management:**   * Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Pay slips and forwarding them to employees. * Manage regular preparation of relevant MIS reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.)Manage employee queries with regard to their deductions, settlements and supporting their requirements.   **Statutory Compliances / Labour Laws:**   * Strict adherence and compliances with the provisions of various Labour legislations (Shops Act, EPF, ESI, PT etc.,) Registrations & Renewals etc...Online ECR Preparations & Upload, PF & ESI Payment Challans, Monthly/HalfYearly/Annual Returns & PF Transfer / Settlement etc..   **HRIS Management / HR Shared Services / Employee Self Service:**   * Managing Employee Database Administration in Greythr / Folklore HRIS packages for various clients, assigning Employee Self Service user name & password for employees, * Part of HR Shared Services team for attending & assigning Internal / External Employees queries regards to on-boarding, leave, payroll, F&F settlements, performance appraisals etc…   **Mediclaim Management:**   * Managing Mediclaim reimbursement claims, responsible for Full & Final settlements of the Mediclaim process of corporate client’s employees, addition & deletion of employees under Mediclaim monthly basis * Maintaining track of all pending claim cases & ensure on the closure of the same within TAT, Coordinating with TPA’s for resolution on pending cases.   **Performance Appraisals (PMS):**   * Coordinating with self, peer & superior for appraisals, forwarding the Performance Appraisal formats to Employees, Department. Responsible for Defining Jobs, KRA Setting, Mid Year Reviews, Annual Reviews, Handling all appraisal activities (360 Degree & MBO).   **Employee Engagement Programs:**   * Coordinating monthly Employee Engagement Activities for various clients, Family Day, Ethnic Day, Independence Day, Republic day – flag hosting, Festival celebrations, Birthday & Anniversary celebrations, Festival get together, Site picnic etc…   SUMMARY   * Confident and hardworking with a positive attitude. * Self confidence * Punctual and dedicated to my work. * Ability to deal with people diplomatically. * Fast learner of new skills.  |  | | --- | | Hobbies and Interests |   *DRAWING, PAINTING, DESIGNING,HANDICRAFTING, READING etc .*.   |  | | --- | | Extra Curricular Activities |  * Sports & Arts |

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| **Personal Profile** |

Name : AFZAL.A

DOB : 02/10/1992

Languages : English, Malayalam, Tamil,Hindi

Gender : Male

Permanent address: Mazhuppayil,

Valiyakulangara,

Oachira

kollam

Pin,690526

Kerala

Correspondence : **afsal661@gmail.com**

Phone no;9496819673

***Passport Details:***

*Passport no: P2268668*

*Date of issue: 09/01/2017*

*Date of expiry: 08/01/2027*

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| **Declaration** |

I hereby declare that all the information furnished above is true.

AFZAL.A

Place :Karunagappally

Date :