

SAHEEL V S

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Kairali Gardens, KG 19 Vennakara, Noorani PO 678004, Palakkad, Kerala

PROFILE SUMMARY

A Post Graduate in MBA (Human Resource Management) Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience. I am highly proactive and results driven HR professional, who enjoys being part of an energetic and dynamic team. I come to you with a reputation as a strong and committed worker, who has good understanding of HR processes.

PROFESSIONAL EXPERIENCE:

VKC GROUP DIVISION II Calicut, India

HR EXECUTIVE - March 2017 – Present

Responsibility Includes:

Statutory/Payroll

- Attendance Tracking and Muster Updation of employees
- Salary Calculation and Payment, allowance calculation, Payroll Updating in Zeta HRMS and Excel Sheet, Wage sheet preparation, Advance and loan management.
- EPF Establishment Registration, Employee Enrolment, Calculation, Payment, claims benefit Management of Employee Provident
- Managing ESI: Online Registration of Establishment, Employee enrolment, Issue of ESI Card to employees.
- Preparing consolidated leave reports for HR Head.

HR Welfare

- HR Welfare coordination for 13 units
- Facilitating employee engagement activities
- Employee conflict resolution
- Handling Blue Collar workers and their welfare
- Weekly reports to HR Manager
- Handling Statutes regarding Employees

HRMIS - zeta

- Registration of new employees
- Attendance, Leave Entry, statutory overtime
- Payroll Updation, Loan Management and Allowances
- Preparation of consolidated reports from HRMIS

Recruitment

- Processing the requirements, planning and strategic Sourcing
- Screening and validating resumes
- Short- listing potential candidates on the basis of experience, skill set combination and credentials
- Involved in Conducting direct, telephonic interviews
- Scheduling and coordinating interviews with the clients
- Usage of networking and job portals to maximize the output
- Identifying sources for Head Hunting
- Maintaining and updating database of profiles
- Handling Pre and Post Recruitment activities

Training and Development

- Conducting induction program for all the workers in production unit.
- Conducted Fire and Safety measure program for all the workers.
- Had done Welfare Activities for workers.

INTERNSHIP/PROJECT

- Organization study on “STEEL MAX TMT BARS PVT LTD”
Duration: 30 Days
- Completed a project work at “KAIRALI TMT STEELS AND ALLOYS PVT LTD
KANJIKODE”

Title : “A study on *EMPLOYEES JOB SATISFACTION*”

ACADEMIC PROFILE

- MBA (HRM & MARKETING) from Anna University, Coimbatore- 2016
- BSc (CS) from Bharathiyar University, Coimbatore -2014.

LANGUAGES & SKILLS

- English, Hindi, Malayalam, Tamil, Telugu, & Urdu
- MS Office

PERSONAL PROFILE

- Father's Name : Mr. Saleem.V.H
- Date of Birth : 15-05-1992
- Marital Status : Single.
- Interests : Playing Cricket and Travelling.