

**AJEEB E.M**

Elavakkattu House

Vazhakkala, Kakkanad P.O,

Kochi-30,

Mobile: +91-9745225244

Email: [ajeem87@gmail.com](mailto:ajeem87@gmail.com)

**Career Objective**

To obtain a challenging position in the field of HR that will enable me to use my strong organizational skills, educational background, ability to work well with people and thus contribute to accomplish organizational goals.

**Work Experience**

**Thai Group Of Companies (FMCG) (16th June 2014 – Till Date )**

**Role : Assistant Manager - HR**

**Responsibilities:**

- I was responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counselling.
- Coordinated staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.

**Main Activities**

- Provide advice and assistance to supervisors on staff recruitment
- Prepare notices and advertisements for vacant staff positions.
- Schedule and organize interviews
- Participate in applicant interviews
- Conduct reference checks on possible candidates
- Prepare, develop and implement procedures and policies on staff recruitment
- Investigate and understand causes for staff absences.

- Recommend solutions to resolve chronic attendance difficulties.
- Provide basic counselling to staff who have performance related obstacles.
- Provide advice and recommendations on disciplinary actions.

**Intermanagement Manpower Services Pvt Ltd (25th February 2013-13th June 2014)**

**Role - HR Recruiter**

**Responsibilities:**

- Screening resumes received from various sources on parameters specified by the organization.
- Scheduling and executing candidate meetings with clients.
- Preparing interview schedule & arranging for the interviews with foreign delegates anywhere in India
- Organizing telephonic and face-to-face interviews.
- Follow up with the candidates.
- Interacting with Clients for taking requirements from them, Feedback, Interview Schedules
- Handling Recruitment across all levels viz. Junior Level, Middle Level, Senior Level, Team Leads.
- Coordinating with candidates after declaration of the final selection list & after issuing the Original Employment Offer Letter/ Appointment Letter by the client.
- Creating Vacancy list report of each company, creating & processing status report of each company and handling of all official correspondence with the client companies and maintaining of all systematic documentation.
- Handling in house recruitment.
- Issuing Joining letter, Offer Letter, Exit Formalities,

**Arbitron Technology Services India Pvt. Ltd (23rd July 2012-18th February 2013 )**

**Role: HR Executive**

**Responsibilities:**

- Handled and supported the recruitment activities
- Worked as the Administrator for the recruitment software
- Scheduling the interviews and following up with the candidates
- Supported the timely updates of interviews to consultants or candidates

- Supported the HR team in the day to day transactional activities
- Supported the smooth on-boarding of new joiners, ensuring the joining formalities are in place
- Candidate engagement activities

Acted as in-charge for the HR stationery room

- Maintaining the PF documents
- Maintaining the interview related documents of the candidates
- Monthly stock report of the HR stationery
- Ensuring the stationery items are ordered and delivered on time
- Filing of documents

### **Abad Builders Pvt. Ltd (1-Nov-2011 to 21-July-2012)**

#### **Role: HR Executive – Trainee**

##### **Responsibilities:**

- Coordinating the interview for the open positions
- Regularly being in touch with the campuses for the interviews
- Interviewing candidates and ensuring the right people are selected
- Handled PF related matters of employees
- Monthly visit to PF office
- Distributing the salary for the staffs in Housekeeping
- Assisting the Sr. HR executive in various HR related matters
- Filing of documents

##### **Academic Profile**

- Master of Business Administration (HRM & Marketing), 2009-2011  
Adi Shankara Institute of Engineering & Technology, Kalady, M.G. University, Kerala  
Secured 61% of marks
- Bachelor of Commerce (Taxation), 2005-2008  
Bharatha Mata College, Thrikkakara, M.G. University, Kerala  
Secured 56% of marks
- H.S.C (State Board), -Darul Uloom Vocational Higher Secondary School, Ernakulam  
– 74%
- S.S.L.C (State Board), -Mary Matha Higher Secondary School, Thrikkakara – 72%
  
- Organization Study:  
Abad Builders Pvt. Ltd, Kochi

Got an opportunity to study the company in detail and understand the overall HR activities.

- Summer Internship:  
Travancore Cochin Chemicals Ltd, Udyogamandal  
Did a dissertation on "Quality of Work Life"
- Data Collection Exercise:  
Kamco Ltd, Athani  
Got an opportunity to observe and study the Learning and Development activities of the company

**Extra-Curricular Activities & Achievements :**

- Selected as **Best performer – Recruitment** and awarded the **certificate of excellence** from TEAM THAI.
- Organized RENDEVOUZ 2007-08 Inter college Fest, Bharata Mata College, Thrikkakkara
- College cricket Team member

**Personal Profile**

- Date of Birth : 21-May-1987
- Sex : Male
- Languages Known : English, Malayalam, Hindi
- Computer Knowledge : Tally, MS office
- Marital Status : Single
- Hobbies : Social Networking, Travelling, Music
- Nationality : Indian
- Reference : Available on request

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