



SALIN SURESH

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Permanent Address

Kizhakkumcheri House

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Kerala

India

Personal Profile

Date of Birth : 04-04-1991

Sex : Male

Marital Status : Single

Nationality : Indian

Religion : Hindu

Caste : Ezhava

Blood Group : O +ve

CAREER OBJECTIVE

Seeking a suitable position in the Human Resource department of a well reputed organization where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company

PROFESSIONAL EXPERIENCE - 3.10

- ❖ Organization : **ISON BPO India Pvt Ltd**
Designation : **HR Executive**
Duration : 13-01-2017 to till date

Duties & Responsibilities

- Induction and Joining formalities
 - Payroll processing
 - Recruitment
 - Maintaining & updating employee database.
 - Attrition Analysis.
 - Employee Engagement Activities.
 - Monitoring employee's adherence to company standards & policies.
 - Manpower Planning / Budgeting.
 - Coordinating employee welfare activities.
 - Attendance & Leave management
 - Exit Interview & processing the Full & Final Settlements
 - Grievance handling
- ❖ Organization : **Paragon Group of Restaurant (7 Months)**
Designation : **HR Executive**
Duration : 05-04-2016 to 07-11-2016
- Induction and Joining formalities
 - Payroll processing
 - Recruitment
 - Handling statutory compliance Such as PF, ESI LWF,PT,TDS
 - Maintaining & updating employee database.

- Proper documentation, organization and security of records, confidential data and office information.
 - Conducting Exit Interview & processing the Full & Final Settlements
 - Grievance handling
- ❖ Organization : **Yuvarani Residency, (2 years & 2 Months)**
 Designation : **HR Assistant**
 Duration : 19-02-2014 to 02-04-2016

Duties & Responsibilities

- Responsible for the induction and joining formalities for all the new joining.
- Responsible for coordinating recruitment process and first level screening of the applications received
- Proper documentation, organization and security of records, confidential data and office information.
- Manage, coordinate, track and publish, holidays, leave and comp-offs
- Provide leave status and other payroll input to the HR manager
- Ensure compliance of all applicable statutory regulations mainly Employee State Insurance Act ,Provident Fund Act, Shops & Commercial Establishment Act etc..
- Take care of the salary advances received and forward for their approval /rejection to the accounts department and communication of the same to the concerned employee.
- Conducting Exit Interview & processing the Full & Final Settlements
- Grievance handling

ACADEMIC PROFILE

Qualification	Institution	Board/University	Year	
MBA (<i>HR with Marketing</i>)	Loyola institute of science and technology	Anna university chennai	2011-2013	First class
B.Sc chemistry	S.N.M College Maliankara	MG university	2008-2011	Second class
VHSE	G.V.H.S.S Njarakkal	Board of vocational higher secondary education	2006-2008	First class
SSLC	K.P.M.H.S Edavanakad	Board Of Kerala	2006	First class

PROJECT PROFILE

- 1) Organization : FACT (Fertilizers And Chemicals Travancore Limited)
(A Govt. of India undertaking)
- Duration : 3 months
- Topic : A study on industrial accidents and employee safety measures at Fertilizers and Chemicals Travancore Limited

STRENGTHS

- ✓ Ability to deal with people diplomatically
- ✓ Good verbal and written communication skills
- ✓ Ability and willingness to learn
- ✓ Self-starter who takes complete accountability for assignments.
- ✓ Enjoys taking up new challenges & responsibilities

LANGUAGES KNOWN

- English : speak, read, write
- Malayalam : speak, read, write
- Hindi : speak, read, write
- Tamil : speak

TECHNICAL SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Adobe Photoshop
- Basic knowledge in Visual Basic 6.0

INTERESTED & HOBBIES

- Surfing the Internet
- Listening to Music
- Hang out with friends

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

Place: Ernakulam

Date:

Salin Suresh