

Curriculum Vitae
ALEXIN JOSE

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Career Objective

Human Resources Management Professional seeking opportunities where exposure in staffing, internal program development and management, employee relations and project management will enhance a company's overall strategic plan and direction.

Personal Strength: Communication Skills, Confident & Positive Attitude

Academia

Qualification	College/University	Year
MBA	St. Antony's Institute Of Advanced Studies	2017
BA	SB College	2014
PUC	St Teresa's HSS	2011
10 th	St Teresa's HSS	2009

Computer knowledge

- MS Office and Internet Applications

Professional Training

Company: Dsquare Technologies

Course: Advance Diploma in Human Resource Management & Indian Payroll System

During the Training I was given exposure to the following areas

End to End Recruitment	HR Generalist Areas
Handling End to End Recruitment	Handling Joining formalities & Exit Interview
IT , ITES & Non IT Recruitment	PMS System of the Employee
Cold Calling and Head Hunting	Conducting Induction for the new employees
Training the candidates on interview	MIS
Sourcing through job portal	Handling Employee Grievance - ERM
Short-listing profiles for given requirement	Processing Employee PF, ESI, Mediclaim & Other
Technical and Non Technical Assessment	Employment Registration forms
End to End Indian Payroll Management System	
Taking Care of Complete Staff Data Base	
Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings	
Taking Care of routine Tax planning Co-ordination for the Employees	
Monitoring Relieving Procedures and Settlements & General administration-related work	
Employee Co-ordination & Maintaining the Contract Employees details	

INTERNSHIP EXPERIENCE

1). Company Name : Kerala Institute of Medical Sciences
Designation : HR Trainee
Duration : 6 Months

Responsibilities:

- Meeting with departmental representatives to discuss HR issues.
- Referring issues to senior HR staff.
- Assisting departments with their recruitment needs through liaison with agencies/ advertisers.
- Coordinating prospective candidates, interviewing them and administering offers.
- Conducting inductions of new staff.
- Participating in the collection of market salary information for the annual review.
- Inputting into the monthly payroll.
- Assisting with the production and implementation of HR policies and procedures.
- Responding to other ad-hoc queries from other personnel in the company.

Academic Projects

1). Company Name : High Range Rubber and Coir Products Pvt. Ltd
Title : A Study on Employee Quality Work Life
Duration : 45 days

2). Title : The Effect of Communal Violence on Women in Taslima Nasrins's Novel "Lajja"

Personal Details

- Father's Name : Mr. Josemon Alex
- Date of Birth : 02-09-1993
- Nationality : Indian
- Marital Status : Single
- Languages Known : English, Hindi & Malayalam
- Passport Number :

Declaration: I Hereby declare that the above – furnished details are true with Proven records.

Place: KOTTAYAM

Date:

Signature

(Alexin Jose)