

CURRICULAM VITAE

Bijo Joseph

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CAREER OBJECTIVE

To work for an esteemed organization, striving for its growth and development, keeping its goals as a priority, while pursuing a challenging career.

Total Years of Experience : 6 + Years

EDUCATIONAL CREDENTIALS:

- ✚ Master of Business Administration (HR and Marketing)
- ✚ Bachelor of Commerce
- ✚ HSC(Commerce) from State Board
- ✚ SSLC from State Board

PROJECT:

- Title - A Study on Customer Satisfaction on Jyothy Laboratories
Company - Jyothy Laboratories Limited, MUMBAI

Current Employer: - Adrak Engineering & Construction India Pvt. Ltd, Mumbai

AI Adrak Trading & Contracting LLC, a leading, results-oriented Omani engineering construction company headquartered in Muscat, launched operations in 1986 as a modest enterprise with a small team of professionals. AI Adrak steadily grew under vision of its founder, Dr. Thomas Alexander A civil engineer by profession, his keen foresight, industrial acumen and determination to leave a mark are the traits that continue to be inspirational to all employees into one of the largest engineering construction. Firms in Today, AI Adrak LLC has grown Oman with over 8000 strong workforce backed by a multidisciplinary Team of professionals. With an ever expanding client base and annual order book exceeding \$300 million in contracts, the company's geographical footprint now covers all the key areas of the Sultanate of Oman.

AI Adrak LLC has successfully completed a multitude of civil engineering, electro- mechanical and infrastructure projects for the government and the private sectors; project portfolio covers Government major ministries as the biggest clients for the construction. Over the years, Adrak LLC has built an impressive client base that includes almost all of the Ministries and Government departments of Oman. We have also catered for selected private corporate clients for their corporate office buildings, showrooms and other development projects.

Designation: - HR OFFICER
Tenure of Service: - June 2017 to till date
Reporting to: - CEO/General Manager

Responsibilities:-

- Handling of entire Operations and Administration of Mumbai Office
- Recruitment, Selection, Orientation & Induction program, Performance Appraisal and Final Exit
- Prepare, implement and monitor policies and procedures on staff recruitment, Selection and Training in coordination with the Management
- Create liaison with departments of Operations, Finance and Procurement etc.
- Issuing notification letter for site transfer, warning and Mobilization of Adrak India staff
- Coordination with the operation team as well Management effectively and efficiently
- Monitoring and final approval of Payroll for Adrak India staff
- Probation confirmation, Appraisal and salary increment
- Provide advice and assistance to staff and management on pay and benefits Systems
- Conduct Meetings and ensuring of better coordination between Mumbai, Trivandrum and Jabalpur Offices
- Approvals for Manpower requisition, Salary negotiation, Designation approvals
- Authorized signatory for Expression of interest letter and liasoning with statutory bodies
- Approvals for fund requirements/petty cash for Mumbai as well Madhya Pradesh projects
- Coordination of Indian recruitment agencies to fulfil the manpower requirements of Muscat and Dubai Projects (Group of companies - Both Indian & Foreign)
- Monthly visit to all Adrak India Project office, sites and reporting to the CEO/GM
- Compliance of employee grievances and timely reporting to the Management
- Prepare notices and advertisements for vacant staff positions and Schedule, organize interviews

Previous Employer: - AI-Baraka Construction Company LTD, JEDDAH(KSA)

AI-Baraka Construction Company is a national leader in the fields of civil engineering, procurement, and construction (EPC), the flagship company of the AI-Baraka Group's portfolio of nine vertically and horizontally integrated firms. AI -Baraka is qualified as a special grade company by the Saudi Department of Economy and Planning.

Designation: - HR OFFICER
Tenure of Service: - 13th November 2015 to 10th December 2016
Reporting to: - CEO/General Manager

Responsibilities: -

- Handling of End to End Recruitment
- visa processing from across the globe for company purposes
- Management of Health Insurance for employees
- Handling of Passports of all employees and Safe custody
- Management of Iqama renewal, issue and transfer of sponsorships
- Handling of Flight Booking both for employees and management
- E-mail correspondence to all clients, recruitment agencies and suppliers
- Monitoring of timesheets, time cards for head office as well sites
- Recruitment and processing of selected candidates and Payments of recruitment Agencies
- Managing Documentations & Attestations (COC, MOFA)

- Joining formalities of newly arrived employees
- Coordination of site works as per the requirements
- Handling of all embassy related matters
- Mobilization of employees to different work sites
- Data updating of all employees as per their arrivals, Final Exit and Vacation
- Negotiation between employees and management
- Preparation of Report for Escaped employees
- General administrations, Management of all HR Related matters on time

Previous Employer: - Jerry Varghese Consultants, (Mumbai)

Jerry Varghese Group of companies is a leading Manpower supplying organization, which is handling most of the Govt. based project (Oil & Gas, Hospitals) in all over Gulf countries. It has branches in all major cities in India as well as Gulf countries with the corporate operation from Dubai.

Designation: - HR OFFICER
 Tenure of Service: - 10th June 2014 to 05th November 2015
 Reporting to: - General Manager.

Responsibilities: -
 Assigned to provide recruitment services to Middle East

Job Profile: -

I. Recruitment

- Sourcing/Downloading resumes through different portals as per the client requirements or job opening
- Inviting job applications with complete fulfilment against either given requirements in the newspaper or job portals.
- Preparing / modifying job description/ job profile, job specification and advising to the branch offices to get suitable resumes.
- Communicating interview schedules and arranging to conduct skill test/ trade test wherever required
- Maintain active Data Bank of application and CVs for various skill sets for easy and fast retrieval and follow up unsolicited application to identify those suitable for further consideration.
- Short listing of candidates as per the client requirements and send the full set of CV's to the client for the final short listing / selection

II. Selection

- Call short listed candidates for preliminary interview and convince them to attend the client interviews
- Co-ordinate with branches, academic institutions for their selection process
- Arrange to dispatch short listed/selected application to the clients for their final management approval for further visa processing
- Ordination with the processing dpt. & anticipate management approval for further visa processing
- Co-ordination with the client to get the approval for previous selected candidates

III. Mobilization

- After selection arranging to send them for medical test and get fitness report from the do
- Arranging to send approved / selected candidates application for visa stamping through visa section and co-ordinate with them to get visa stamped at the earliest
- Checking / monitoring all departure files as well as company record files ensuring that the respective files are completed with all the required documents for each employee
- Organizing to make immigration clearance and make necessary arrangements for safe departure from airport to arrival on destination and keeping records.

IV. General Activities:

- Adept to handling day-to-day HR activities on time in co-ordination with internal/external departments for smooth operations
- Developing healthy and good relation between employees and departments
- Preparing MIS report as well as organization development report
- Preparing and sending weekly recruitment status report to all clients as well as our vertical heads and branch offices
- Issuing ID cards, Visiting cards and leave records, performance management, Maintenance of Attendance, employee engagement, compensation and benefits, employee motivation, Employee Relations etc.
- Preparing MIS report & maintaining various administrative records.

Previous Experience

Employer: -Germen Motors, CHEVROLET(Kerala)

Designation: - HR Executive

Tenure of Service: - 01st June 2010 to July 2011 & 18th April 2013 to 31st May 2014

Reporting to: - HR Manager/Branch Manager

Responsibilities: -

- Assist HR Manager to accomplish day to day requirements, preparing Interview date & time schedule, Candidates list of recruitment, induction & orientation, training and development, talent engagement, Exit Formalities.
- Duties: Coordination with Technical panel and understanding their requirements, defining job positions
- day-to-day HR activities on time in co-ordination with internal/external departments
- Developing healthy and good relation for smooth operations between employees and departments
- Preparing MIS report as well as organization development report
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc

COMPUTER PROFICIENCY

- Microsoft Word, MS. Excel, Power Point

REFERENCES

Personal Reference

- Mr. Johnson Mathew – HOD of BBA department, Marthoma College Chungathara
(Contact no: +919562932562)

Name : BIJO JOSEPH
Gender : Male
Date of birth : January 1, 1989
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi, & Malayalam.

I hereby declare to bear the responsibility for the correctness of the resume.

BIJO JOSEPH