

CURRICULUM VITAE

**MATHEW ISSAC
ERUMALA(H)
PANIPARA P.O
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OBJECTIVE

To Obtain A Position That Will Enable Me To Use My Strong Organizational Skill, Educational Background And Ability To Work Well With The People. I Also Interested To Work In A Challenging Environment Thereby I Could Improve My Managerial Skills And Experience Level.



EDUCATION

MBA |SNGC of Engineering

2014

MBA , MG University

B.Com | Mar Elias College, Kottappady

2012

M G University

Higher Secondary | Open School

2008

Board of Higher Secondary Examination Kerala

SSLC | Mar Basil HSS, Kothamangalam

2004

Kerala Board of Exams



PROJECT DETAILS

- Project done at Eastern Condiments PVT LTD Adimali, Idukki , “A study on marketing strategies of Eastern Condiments PVT LTD Adimali, Idukki”
- Project done at K.K.R Group of companies Pvt Ltd., “A study on the financial performance of K.K.R Group of companies Pvt Ltd.”



FIELD OF INTEREST

- Human Resource Manager
- Assistant Administrator
- Payroll Generation
- PF Online Filing
- ESI Online Filing



EXPERIENCE

- 1 yearwork experience as a Store Manager at MORE SUPERMARKET (Aditya Birla Retail Ltd) ,Kakkanad.
- 2.5 year work experience as an Assistant HR manager at Elcare systems pvt ltd
- Working as a HR and Admin officer at Sahrudaya Hospital , Alappuzha



SKILLS

- Management skill
- Communication skill
- Problem solving skill
- Quick learning and listening skills



AREA OF WORK

- Attending to the administration of all HR activities
- ESI, EPF of Employees and its procedures.
- Should Deal with all government offices related to hospital for the smooth functioning of the hospital
- Updating, developing, and implementing HR / Payroll systems, policies and procedures
- Providing advice and support on all industrial relations, employee relations and human resource matters
- Communicating with potential / existing and past employees, relevant external organizations
- Maintaining confidential employee files, ensuring updated information is recorded and filed
- Should maintain confidentiality of the department, office and Hospital

- Documenting, maintaining and updating relevant HR/payroll systems with staff employment



PERSONAL DETAILS

Date of Birth : 12 October 1988
Languages Known : English, Malayalam, Tamil and Hindi
Gender/Marital Status : Male / Single.
Religion : Christian
Nationality : Indian.



REFERENCE

- Fr. Joseph Puthuvedu, Asst. Executive Director, Sahrudaya Hospital, Alappuzha
Mobile No : 9048892801
- Sr. Molly Parokaran, Administrator, Sahrudaya Hospital, Alappuzha
Mobile No : 8078189320



DECLARATION

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

(MATHEW ISSAC)