



NEENU JOY V J
Human Resource Executive



CAREER OBJECTIVE :

Seeking a successful and satisfying career in Human Resources Management which will require me to apply my experience and education to make an immediate contribution to the organization and assist in the accomplishment of its goals.



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WORK EXPERIENCE

HR Executive / Jul 2016 –Till date

UROGULF GROUP OF COMPANIES
Ernakulam.

Handling End to End HR Roles & Responsibilities from Recruitment, on boarding, Database Management, Attendance & Leave, Payroll Management, Statutory Compliances, Exit Formalities, and Full & Final Settlement of employees.



ACADEMIC

Master of Business Administration

MG University, Kerala
Specialisation: **HR & Finance**

Bachelor of Science

MG University, Kerala
Specialisation: **Mathematics**



PROFESSIONAL SKILLS

- Statutory Compliances
- Recruitment Process
- On boarding & Joining Formalities
- Attendance Management
- Leave Management
- Payroll Management
- Off-Boarding & Exit Formalities
- Full & Final Settlement
- Induction & Orientation
- Employee Engagement Activities



PERSONAL INTERESTS

- Reading
- Listening music
- Browsing



PROFESSIONAL EXPOSURE

Recruitment:

- ✓ Sourcing, Screening, Short listing of Profiles from Job Portals (Naukri, Monster & Indeed), Scheduling Interviews, Conducting Preliminary rounds, Scheduling Technical interviews with concern department.
- ✓ Collecting Feedback from Panel Members, Finalizing the Positions with HOD's, Salary Negotiations and take approvals from the top level management.
- ✓ Interview finalization and to keep a track on selected candidates with joining date and updating to the management.

Induction & Orientation / On-boarding / Probationary/Confirmation of employees:

- ✓ Briefing the new joiners about company policies and procedures, leave policies, Ensuring the completion of joining formalities (Issue Offer Letter / Appointment Letter, collection of required documents from new joiner) and Verifying of documents
- ✓ Updating the complete details of the new joiners in Database, Co-ordination with Technical Team for official Email ID Creation, Maintaining employee personal data files
- ✓ Preparations of appraisal note and send it to Team managers in advance, Preparation & Issuance of extension/confirmation letter in advance and get it signed from the signatory authority.

Payroll Management:

- ✓ Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Pay slips and forwarding them to employees.
- ✓ Manage employee queries with regard to their deductions, settlements and supporting their requirements.

Statutory Compliances:

- ✓ Regular monthly filing and payment of PF and ESIC
- ✓ Sub- code registration under ESIC
- ✓ Filing claims and benefits as per ESIC and PF Rules
- ✓ New registration and exiting of employees in PF and ESIC.
- ✓ Registration and monthly returns of PMRPY
- ✓ Handling the PF Withdrawals of resigned staffs
- ✓ Registration of establishment under Kerala Shops and Commercial Establishment Act.
- ✓ Online renewal of registration.
- ✓ Preparation and maintenance of company record including Form BB, Muster Roll, Wage Register, Wage Slip etc.
- ✓ Calculation and payment of Professional Tax.

Full & Final settlement and Exit process:

- ✓ Conducting exit interview process for resigned, quite/terminates employees, coordinating for clearance with department.
- ✓ Smooth exit and issuing experience certificate and relieving letter, Coordinate & manage the full & final settlement with the help of finance division and sending circular to other department at the time of relieving of an employee.

Personal Details

Nationality: Indian

Date of Birth: 09th September 1994

Marital Status: Single

Gender: Female

Language Proficiency: English, Hindi, Malayalam

Software Capabilities: MS Office suite

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