



JISHA C SHOJAN

Email ID : jisha3157@gmail.com

Mob : 91- 8281258679

An ambitious HR Person, having **6+months** of experience as Generalist, managing full spectrum of HR processes, services and functions. Highly motivated team player with sound knowledge and experience in the areas of **Payroll, Statutory Compliances ,Employee engagement, Recruitment & office management**. Strong communication and convincing skills and ability to work in multi - stakeholder environment focusing on higher team productivity. I am a person who have keen interest on learning new things and want to do things differently with my best ability, seeking executive level position with a growth oriented organization in the areas of **HR Generalist/ HR Operations**.

WORK EXPERIENCE

HR Executive

Art Technology And Software India Pvt. Ltd, Cochin [01/2019- 06/2019]

Team Size: 90-100 Employees

Role: Onboarding /induction session for all the new entrants,regular leave and attendance management,ensuring workplace etiquette, timely computation and filing of statutory compliance – ESI,PF,LWT,PT(UAN enrollment, contribution payment, updation, forms handling and employee enquiries.) ER & employee engagement activities, Full cycle recruitment- JD preparation and posting as per requirements,sourcing and shortlisting, HR interview,budget negotiations, preparation of various kinds of letters like offer & appointment,confirmation,experience,relieving,Payroll management, payslip generation,PMS- appraisal (360 degree & MBO) tracking and confidential report management, exit formalities(F& F),office management (scheduling meetings, petty cash,cold calls,employee records and file management etc.) HRIS updation and strategy planning.

- My team management and people skills helped the firm to solve critical issues of employees.
- Have developed a pleasing rapport with all clients (including international)by an effective recruitment coordination and have been appreciated for the timely sending of trackers and weekly metrics on activities.
- Timely analysis of proper training needs of employees in technical as well as psychological areas

and have conducted effective sessions like meditation, classes from trainers, fun@

work tasks, team based assignments and other employee engagement activities at regular intervals.

Trainee Recruiter

TMC Pvt. Ltd, Edappally, Cochin [07/2018]

Team Size: 25-40 Employees

Role: sourcing profiles from various job portals (naukri, monster, indeed, linkedin etc.), screening as per requirements, check list preparation, scheduling interviews, followup and insourcing tracker management, negotiator role, client handling, relation building. In short from sourcing to on-boarding of candidates.

ACADEMIA

Examination Passed	Year of Passing	Board/University	%
MHRM	2016-18	MGU	76
BSc. Zoology	2015	MGU	80
Plus two	2012	KERALA STATE	83
SSLC	2010	KERALA STATE	97

ACADEMIC PROJECTS

- Have done final year academic project on '**Employee engagement and commitment of employees in the organization**' @ **FACT**, Udyogamandal, Cochin under HR department. (19th March to 8th May 2018).
- Successfully completed three days, **Employability Enhancement Programme (EEP)** with 'A' grade by ICMS International and Talent Us HR Solutions Pvt. Ltd.
- Organizational Study at **Plantation Corporation of Kerala Ltd, Head office KTM** (18th April to 2nd May 2017).
- Participated in the HR Conference on 'Employee Engagement; Trends, Techniques and Strategies' at **XIME, Kochi** (12th Nov 2016)

ACHIEVEMENTS

- Won first prize in Task Management event on Intercollegiate Commerce fest '**PRAYAAN**' **2017** held by BCM College, Kottayam.

- Coordination committee member for Management fest **VENTURA 2k17** by MAC College, Ramapuram, Kottayam
- Won Malayala Manorama '**PADIPPURA**' merit medal' for Best student.
- College topper during degree.
- Secured B+ grade at State level Science fair for working model and district level, first for the same.

CORE COMPETENCIES

- Familiar with payroll processing and HR statutory compliances handling.
- Successful recruiter (for local and international clients).
- Team player with good interpersonal skills
- Quick learner
- Ability to multi task and prioritize.
- With well developed managerial skills.
- Presentation skills

TECHNICAL SKILLS

- Fluency with Operating System-Windows
- Well-versed Microsoft Word, Excel, PowerPoint & Outlook.
- Internet and related applications (Internet savy).
- Fast typing skill (Mavis Beacon Typing software version.2)

STRENGTHS

- Adaptive to any situation
- Strong attention to detail and accuracy
- Have the zeal to learn
- Enthusiastic to take on additional responsibilities
- Good problem solver with proper time management.

PERSONAL DETAILS

- DOB : 9 Jan 1995
- Nationality : Indian
- Marital status : Single
- Gender : Female
- Languages known : English , Hindi, Tamil & Malayalam

- Hobbies : Fashion designing, puzzles ,travelling & surfing.

References will be provided upon request

DECLARATION

I Jisha C Shojan, hereby declare that the information presented above is correct to the best of my knowledge and belief.

Jisha C Shojan