

**SAJITHA M S****Email:sajriya@gmail.com****Address for Communication:**
C C 4/1536B,
M S Residency, Fortkochi - 01
Mob:- 9746711163**Personal Data**

Date of Birth : 13/08/1985

Sex : Female

Marital Status: Married.

Nationality : Indian

Mother Tongue : Malayalam

Languages Known : English, Hindi,
Malayalam, Tamil.**Reference**

1. Bijash G Nair
VRL Logistics
Regional Manager
Mob : 7043004738
2. Antony Varghese
DTDC Express Ltd
Operation Manager
Mob : 9562274700

PERSONAL SUMMARY**A Human Resource & Pay Roll Manager with 4 years of progressive experience augmented by a strong background in Human Resources, Accounting and Administration.****WORK EXPERIENCE**

- ❖ **Assistant Manager HR & Admin** At R-logic Technology Solutions (I) Pvt Ltd, Cochin (Authorized Samsung Service Center)
From (Feb 2019 to June 2019)
- ❖ **Assistant Manager HR** At Sherlys Group, Cochin (Distributors of AVT & Dairy Products, Home stay & Tours & Travels)
From (Dec 2017 to Jan 2019)
- ❖ **Senior HR Executive** At Overnite Express Ltd, Cochin (Courier Industry with branches all over Pan India)
From (Oct 2015 to Nov 2017)
- ❖ **Office Secretary** At Solutions Law Chamber, Cochin (Legal Firm handling cases of High Court & District Court)
From (Aug 2010 to Oct 2015)
- ❖ **Stenographer** At Blaze & Co Lawyers, Cochin (Legal Firm handling cases of High Court & District Court)
From (Jan 2007 to Aug 2010)

Duties

- Managing the Recruitment and Selection Process
- Bridging management and employee relation by addressing Demands, Grievances or other issues
- Handling Pay roll, Incentives, Overtime & Appraisal
- EPF & ESI Processing
- Implementing new HR policies & Leave Policies
- On –board & Exit Process
- Working closely with vehicle vendors regarding their Work, leave, query & management support related issues
- Arranging tickets and accommodation for staff
- Handled employees no: 250
- Salary processing with WPS procedure
- Knowledge in Statutory Acts & Regulations of Kerala
- Tracking quarterly performance review of staff through KRA
- Planning & conducting new employee orientation

KEY SKILLS AND COMPETENCIES

- Strategic Thinking & Analytical Skill.
- Leadership & Management Skill
- Effective Communication & Decision Making
- Technological & influencing Skill
- Vendor Management, Financial Skill, Negotiation

EDUCATIONAL DETAILS

COURSE/ DEGREE	SCHOOL/ COLLEGE/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE
Master of Business Administration(MBA) Specialization in HR and Finance	Aquinas College (M G University)	2016	59%
Bachelor of Commerce	M. G University Kottayam	2014	59%
Diploma in Commercial Practice	Womens Polytechnic College (MG University)	2006	76%
Plus Two	SDPYHSS (Govt. of Kerala)	2003	67%
SSLC	ABEMHSS,	2001	76%

ACTIVITIES AND INTERESTS

Travelling, Listening to music, Cooking, Surfing Net.

Declaration

I hereby declare that all the above-mentioned information is true to the best of my knowledge.

Place:

Signature:

Date:

SAJITHA M S