

SHARUN MATHEW

HR EXECUTIVE



AREAS OF EXPERTISE

- Graduate recruitment
- HR administration
- Payroll
- HR processes
- Producing reports
- Team meetings

PERSONAL SKILLS

- Fast learner
- Forward thinking
- Focused
- Hard working

COMPUTER SKILLS

- Tally.ERP 9
- MS Office Word, Excel & PowerPoint.

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

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PERSONAL SUMMARY

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization..

WORK EXPERIENCE

JMJ COIR INDUSTRIES, KANNUR

HR EXECUTIVE SEPTEMBER 1TH 2017 – AUGUST 31TH 2019

DUTIES:

- Attending disciplinary, grievance and capability meetings.
- Responsible for keeping an organized calendar of appointments and events.
- Support the new hires for providing with the necessary resources.
- Writing up job descriptions, performance reviews and personnel policies.
- Providing a comprehensive HR support service to work colleagues, employees and the company as a whole.
- Implementing HR policies and procedures and compliance matters.
- Managing in-house payroll function from end-to-end.
- Determining HR department’s requirements.
- Writing up monthly reports for the senior managers of any issues of concern.
- Producing contracts and starter packs for new employees.
- Overseeing the employee benefits scheme.
- Administering the firm’s staff bonus scheme.

KEY SKILLS AND COMPETENCIES

- Experience of working within a unionized environment.
- Applying ethical standards to workforce management.
- Applying strategies for enhancing employee relations.
- Proven ability to build relationships at many levels.

ACADEMIC QUALIFICATIONS

PRESIDENCY COLLEGE-BANGALORE		
MBA	HUMAN RESOURCE	2015 - 2017
KANNUR UNIVERSITY		
B.Com	COMPUTER APPLICATION	2012 - 2015
Class XII	COMMERCE – CBSE	2010-2012
Class X	CBSE	2010

ACADEMIC PROJECT DETAILS

- Project on Sulfex Mattresses Pvt.Ltd (Employee Training and Development Measures)
- Project on Racold Pvt.Ltd (Distribution of Electrical Water Heaters)