

## **SREEJITH G**

Sreevihar House,  
Kumbalam P.O,  
Ernakulam District,  
Kerala, Pin-682506  
MOB: 7306861131  
Email:sreejugopal@yahoo.com

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### **CAREER OBJECTIVE**

To be a Core HR professional, sensitive to the environment and changes while assisting the resources in fine-tuning and achieving their career goals for the attainment of the organization's goals and objectives.

### **CAREER SUMMARY**

- Total 11 years of work experience in HR and Administration Practices
- Strong background in Preparing JD and KRA, Manpower Planning, Sourcing, Conducting Interviews, Induction and Training, Performance Appraisal, Statutory and Administration Matters.
- Excellent oral and written communication skills

### **Professional Experience**

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1. Worked with Profand Vayalat Marine Exports Ltd as Manager HR and Administration
2. Worked with Muthoottu Mini as Assistant Manager HR
3. Worked with SML Finance Ltd as Assistant Manager HR
4. Worked with Muthoot Pappachan Group as HR Executive

### **Employment Summary**

- 1. Worked as Manager HR and Administration For Profand Vayalat Marine Exports Pvt Ltd (October 2016 to March 2019)**

**Roles and Responsibilities:** Taking care of Statutory Matters, Manpower Planning, Recruitment, Disciplinary Actions, Employee Engagement Activities, Creation of Policy and Process, Vehicle Administration, Training, Payroll Processing and Office Administration

**Achievements:** Setting-up of HR manual, policies and procedures, fixing duties and responsibilities of all staff, implemented HRMS and centralized attendance monitoring system, salary disbursement through bank

**2. Worked as Assistant Manager HR for Muthoottu Mini (October 2013 to September 2016)**

**Roles and Responsibilities:** Branch Registration and Renewal, Management and Audit of Statutory Documents, Manpower Planning, Sourcing, Conducting and Coordinating Interviews, Conducting Joining Formalities, Induction, Personal File Management, Attendance Management, Payroll Management, Preparing JD and KRA, Performance Management, Conducting Exit Interview, Monitoring the ESI Payments and Negotiating with Government Bodies

**Achievements:** Centralized Salary Disbursement through Bank, Internal Promotions, Online Attendance Monitoring System, HRMS Development, JD and KRA and Amendment of HR Manual

**3. Worked as Assistant Manager HR for SML Finance Ltd (March 12 to September 13)**

**Roles and Responsibilities:** Branch Registration and renewal, Management and Audit of Statutory Documents, Manpower Planning, Sourcing, Coordinating Interview, Conducting Joining Formalities, Induction, Personal File Management, Attendance Management, Payroll Management, Performance Management, Conducting Exit Interview and Full and Final Settlement

**Achievements:** HRMS Implementation, Centralized Salary Disbursement through Bank and On time Branch Registration and Renewal

**4. Worked as HR Executive for Muthoot Pappachan Group (March 2010 to February 2012)**

**Roles and Responsibilities:** Manpower Planning, Sourcing, Interview Scheduling, Conducting Joining Formalities, Training, Employee record and HRMS, Employee's Personal File Management, Payroll management, Performance Management and Feedback, Conducting Exit interview and Full and Final Settlement

**PROJECTS UNDERTAKEN**

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- The practical application of McKenzie 7S Model at Keltron Controls, Aroor
- Summer internship : Keltron Controls, Aroor
- Subject: "Importance of Training and Development"

## **Educational Qualification**

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<i>Name of Course</i>	<i>Institution</i>	<i>Year of passing</i>	<i>University/board</i>	<i>Marks (%)</i>
MBA -HR	New Horizon College of Engineering, Bangalore	2007-2009	VTU, Belgaum	59
B.Sc.-BOTANY	Maharaja's, College Ernakulam	2001 – 2004	MG University, Kerala	53
PRE-DEGREE	St.Albert's College Ernakulam	1999 – 2001	MG University, Kerala	40
SSLC (10 <sup>th</sup> )	R P M H S, Kumbalam	1998-1999	State Board	68

## **Technical Skill**

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- Knowledge of Application - MS office

## **Personal Details**

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Date of birth: 20-05-1984

Marital Status: Married

Nationality: Indian

Fathers Name: K.N. Gopalan Nair

Permanent Address: Sreevihar House, Kumbalam P.O, Ernakulam District, Kerala-682506  
MOB: 7306861131

## **Declaration**

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I hereby undertake that the above furnished information is true to the best of my knowledge and belief.

**Date:**

**Place: Ernakulam**

***SREEJITH G***