

Leenus PX,
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HUMAN RESOURCE PROFESSIONAL

Positioning Senior HR Executive

Strategic and innovative HR Professional who support in translating business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leaders who support company and employees with a unique perspective and appreciation that human capital is every organization's greatest asset. Support in transforming visions and strategies into actionable, value-added goals.

Professional Skills

HR Documentation
Employee Engagement
Talent Acquisition

Training & Development
Employee Performance Improvement
Leadership Development
HR Process

Change Management
Planning & Development
Statutory, Recruitment

PROFESSIONAL EXPERIENCE

Senior HR Executive

DTDC Express Ltd, Regional Office Cochin

From 03 Oct 2016 Till Date

Recruited as HR Executive, recently promoted as Senior Executive HR for Cochin Region. Partnered with Other departments to develop new business initiatives, foster employee engagement and talent acquisition. Handles 200 to 400 employees all over Kerala including Direct Company payroll and Off Roles

- **Recruitment:** Handles recruitment for Kerala Region. Closed senior position in Regional Level. Candidates with good professional skills and with great talents were identified using various recruitment sources like job portal, consultancies, referrals.
- **Statutory:** Statutory compliance is very essential for a good organization. Provident Fund, Employee state insurance , Welfare etc were handled. Employee registration in ESI Portal, Data Updation , PF Data updation, Withdrawal, Loan process etc were handled.
- **Training & Development:** Training and development is a stepping stone for each and every organization that gives a new energy and helps in identifying and development the employees. Contributed for Trainings like New Hire Orientation, HR Process, HRMS Training, Biometric training etc .
- **HR Documentation:** HR Related documentation which plays a base role in the entire life cycle of the organization. Have taken the responsibility of Joining formalities, Confirmation of employees, Exit formalities and other documentations.
- **Attendance Management:** Assisted in Attendance Management which is the core element of HR Process. Attendance processed through Biometric software were updated, extracted, leave application processed, LOP reversals were initiated.
- **Employee Engagement:** Employee engagement activities were conducted at regional level. Games, activities, Motivational talks etc were conducted which enables the employee to work in a stress free environment and also contributes to good inter personal relationships. Special group/ discussion forum for Women were formed for discussing the challenges, problems etc that the women employees faces.

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Administrator

Mediapro Advertisement and Events, Ernakulam From April 2015 to April 2016

Worked as Administrator for a startup based at Kochi for one year. Office coordination, interacting with clients, Handling Front Office, Drafting proposals, Preparing Bills etc were the responsibilities.

EDUCATION & PROFESSIONAL CREDENTIALS

MHRM Degree – De Paul Institute of Management- 2014

BA Communicative English – St Teresa’s College – MG University – 2012

REFERENCES

Mr. Anish Abraham-Regional HR Manager,

DTDC Express Ltd, Mobile-8129492492

Email:anish.abraham@dtdc.com

Mr. Subramaniyan Iyer

HR Manager

Muthoot Fincorp, Thrissur.

