

CURRICULUM VITAE



Mr. MATHEW ISSAC

Erumala (H)

Panipra P.O

Kothamangalam

Ernakulam, Kerala

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OBJECTIVE

Desire an HR coordinator position to put my experience and knowledge of Human recourse management, HR policy-making and conflict resolution in use at your organization. Having an **experience of 4.5 years** in end-to-end Human recourse management, Administration, Recruitment and Sourcing, Payroll Management, Performance management and Employee engagement framework along with interpersonal skills to the further growth of an Organization.

EDUCATION

MBA |SNGC of Engineering – 60%

2014

MBA, MG University

B.Com | Mar Elias College, Kottappady- 61%

2012

M G University

Higher Secondary | Open School-50%

2008

Kerala Board of Higher Secondary Examination

Mar Mathews Boys Town| ITC -63%
2006
Board of Higher Secondary Examination Kerala

SSLC | Mar Basil HSS, Kothamangalam-40%
2004
Kerala Board of Exams



EXPERIENCE

- ✿ Currently working as **HR and Admin officer at Sahrudaya Hospital** , Alappuzha since 12th February 2018.
- ✿ **2.6 years** of work experience as an **Assistant HR manager at Elcare systems pvt ltd, Ernakulam**
- ✿ **7months** of work experience as an **Assistant Store Manager at More Supermarket (Aditya BirlaRetail Ltd) ,Kakkanad.**

PROJECT DETAILS

- ✿ Project done at Eastern Condiments PVT LTD Adimali, Idukki , “A study on marketing strategies of Eastern Condiments PVT LTD Adimali, Idukki”
- ✿ Project done at K.K.R Group of companies Pvt Ltd., “A study on the financial performance of K.K.R Group of companies Pvt Ltd.”



FIELD OF INTEREST

- ✿ Human Resource Manager
- ✿ Administration
- ✿ Recruitment and Training
- ✿ Payroll Generation
- ✿ EPF and ESI Online Filing



SKILLS

- 🔧 Human Resource Manager Skill
- 🔧 Administrational skill
- 🔧 Management skill
- 🔧 Communication skill
- 🔧 Problem solving skill
- 🔧 Quick learning and listening skills



AREA OF WORK

- 🔧 Finding, Recruiting, Train and updating of good H.R (Providing Doctors and other Qualified persons)
- 🔧 Updating, developing, and implementing HR / Payroll systems, policies and procedures
- 🔧 Maintaining confidential employee files, ensuring updated information is recorded and filed
- 🔧 Providing advice and support on all industrial relations, employee relations and human resource matters
- 🔧 Documenting, maintaining and updating relevant HR/payroll systems with staff employment / status changes
- 🔧 Should maintain confidentiality of the department, office and Hospital
- 🔧 Overseeing Payroll operations and ensuring the timely and accurate remuneration of Hospital staff.
- 🔧 Marketing, campaigning the outreach programme together with PRO.
- 🔧 Developing, maintaining, and administering appropriate staff retention strategies.
- 🔧 Maintain and update knowledge / skills relating to the Human Resources / Payroll functions.
- 🔧 Calculate ESI,EPF contribution of the Employees, Online filing and its procedures.
- 🔧 Supervise daily administrative operations
- 🔧 Develop and implement effective policies for all operational procedures
- 🔧 Prepare work schedules
- 🔧 Monitor administrative staff's performance and their discipline
- 🔧 Answer queries from doctors, nurses and healthcare staff

- ✿ Maintenance and monitoring of attendance of all office staff
- ✿ Maintaining discipline of office staff
- ✿ Maintain and update all documents and files related to hospital
- ✿ Obtaining and periodical renewal of all licenses from government offices (Drug Labour Municipality , Professional tax, pollution control board.. etc)
- ✿ Correspondence with ESI & EPF and signing the various forms of staff members to these departments
- ✿ Preparing and maintaining of contract of directors, Security staff and honorarium.
- ✿ Control over administrative password of counter ,Pharmacy, Accounts ,Lab , IP billing , reception
- ✿ Maintaining all financial matters (Wages, Salaries,Allowances..etc)
- ✿ Preparing, handling, documentation of all official letters and custodian of all hospital documents.
- ✿ Always do everything in consultation, co-ordination and co-operation with the Directors and must act according their direction.

Date of Birth : 12 October 1988
 Languages Known : English, Malayalam, Tamil and Hindi
 Gender : Male
 Marital Status : Married
 Religion : Christian, JS
 Nationality : Indian

REFERENCE

- ✿ Mr. Jiji Jacob , HR Manager, St. Thomas Hospital ,Chethipuzha Kurussumoodu P O, Changanassery, Kerala Mob No: +91 9446586411 , +91 9526995444
- ✿ Sr. Molly Parokaran, Ex-Administrator, Sahrudaya Hospital, Alappuzha, Kerala
Mobile No : +91 9961870919 , +91 7306142744

DECLARATION

I hereby declare that the information given above is genuine to the best of my knowledge & if you give an opportunity to work in your organization, I will put my best efforts.

Place: Kothamangalam

Mr. Mathew Issac

Date: