



Continental Overseas Recruitment – Kochi , Kerala

- Organized information by studying, analyzing, interpreting and classifying data
- Achieved client confidence and protected operations by keeping information confidential
- Resolved complaints and issues involving both guests and employees

09/2003 to 11/2012

Assistant Manager of Human Resources

Geojit Financial Services Ltd – Kochi, KL

- Communicated with potential hires to provide clarity on expected tasks, compensation and policies
- Counseled leadership and offered actionable initiatives to reduce compliance-related issues addressing equal employment opportunity and sexual harassment
- Troubleshoot and resolved problems with HR software to enhance production support and minimize downtime
- Reviewed job applications to identify, vet and recommend optimal candidates
- Generated and updated complete and accurate employee files for geojit group with over 2000 employees
- Accurately prepared 30days payroll and tracking data using Ramco HRMS system
- Structured compensation and benefits according to market conditions and budget demands
- Created and implemented initiatives to improve employee engagement

EDUCATION

Master of Business Administration: Human Resources Management

Indira Gandhi National Open University - Head Office - New Delhi, DL

PGDIM: Industrial Management

Indira Gandhi National Open University - Head Office - New Delhi, DL

PGDHRM : Human Resources Management

Indira Gandhi National Open University - Head Office - New Delhi, DL