

SHELMA GEORGE

Padamattungal House, cheppanam
Panangad P O,
Cochin - 682506
Ernakulam, Kerala, India

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OBJECTIVE

Seeking a position as HR administrator /assistant with an organization where my experience would be further developed and utilized and also my knowledge can be implemented to contribute towards the growth of the organization and achieve desired goals.

EDUCATION

Year Attended	2013	Year of Pass	2013
MBA		Concentration of Study	HR
		University	Bharathiar University

Year Attended	2011	Year of Pass	2011
B.COM		Concentration of Study	Commerce
		University	Mahathma Gandhi University

Dates Attended	2002-2004	Year of Pass	2004
PLUS TWO		Concentration of Study	Science
		Board	State Board of Kerala.

Year		Year of Pass	2002
S S L C		Concentration of Study	General
		Board	Public Examination Board of Kerala

Computer skills	<p>Operating Sys: Windows 98 / Windows 7/8 / XP.</p> <p>Knowledge In : Tally, MS Word, Excel, Power Point, Windows Explorer Browsing/ E filing</p>
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LANGUAGES KNOWN

English – Fluent
Hindi - Fluent
Malayalam - Fluent

EXPERIENCE (9 Years)

Dates	2009 Sept- 2018 Aug	Title	HR Manager/Accounts Manager
		Organization Name	Active edu-technologies India Pvt.Ltd,
		Address	S.A Road, Vyttila, Cochin Ph: 0484 4033399

Role & Responsibility :

Accounts Manager:

- Supervise the accounting process in departments and managing them.
- Implementing accounting policies according to the Govt rules.
- Support duties and provide specialized program support for administrative department.
- Sales Tax/ Service Tax Return e-Filing.
- Book keeping /filing

HR Manager

1. Supports the HR Director through implementation of HR strategy to assure appropriate employee resources are available to achieve planned results. Works with line managers to identify organizational issues that impact the attainment of business objectives.
2. coordinating performance management activities for the business such as , annual performance appraisal, annual bonus & merit increase processes, staffing, learning and development, compliance and employee/labor relations
3. Assists line managers in addressing employee performance issues and providing consultative support as required.

4. Engages line managers in actively managing and developing future talent.
5. Based on the business' development needs, works with Director to identify training & development opportunities and resources required for targeted employee populations.
6. Supports implementation of Corporate Human Resources programs and policies for the business.
7. Works with the business and appropriate company resources to resolve any litigation or legal issues.
8. Actively engages in communications with other HR team members around best practices and identifies opportunities to create consistency where necessary.
9. Recruitment of the appropriate candidate for business enhancement and allocation of duties as per the organizational behavior.

HIGHLIGHTS

- A quick learner with ability to work in team environment
- Ability to handle pressure and concentrate on goal
- Willing to learn and to pass on the Acquired Knowledge
- Good conversational Skill and ability to carry out the tasks voluntarily
- Knowledge in Accounts as well in HR functions.

PERSONAL INFORMATIONS

Name : Shelma George

Father's Name : George

Religion : Christian

Date of Birth : 25-02-1987

Marital Status : Married

Nationality : Indian

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Date : 15th Feb 2020

Place : Ernakulam

Shelma George