

SAJITHA M S

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CAREER GOAL

Seeking a challenging and responsible career in "**Human Resource**" which allows innovative and bold decision making as well as sharpening skills in new technologies.

SUMMARY

A performance driven professional with 5 years of experience in **HR Generalist, end to end recruitment and Pay roll management** and 8 years of experience in **Office Administration**.

WORK EXPERIANCE

July 2019 to February 2020 in **Athfa Technologies WLL, Qatar**

Designation : **HR Assistant**

February 2019 to June 2019 in **R-logic Technology Solutions (I) Pvt, Ltd, Ernakulam**

Designation : **Asst Manager - HR & Admin**

2017 December to January 2019 in **SHERLYS GROUP, Thoppumpady, Ernakulam**

Designation : **Asst Manager - HR**

2015 October to November 2017 in **OVERNITE EXPRESS LTD, Regional Office, Ernakulam**

Designation : **Senior HR - Executive**

2010 August to October 2015 in **SOLUTIONS LAW CHAMBER, Kacheripaddy, Ernakulam**

Designation : **Office Secretary**

2007 January to August 2010 in **BLAZE & CO- LAWYERS, Kacheripaddy, Ernakulam**

Designation : **Stenographer**

Key responsibilities:-

Recruitment (IT/ Non IT)

- CV sourcing (through portal eg:- Naukri, Careers, Database etc), screening of the appropriate candidates matching with the job requirements. Taking initial telephonic rounds.
- Coordinating overall rounds of interviews.
- Preparing offer letter, appointment letter, trainee letters.

Pre-boarding/ On-boarding

- Conforming hotel bookings and travel tickets for the new joiners with the coordination of Admin dept.
- Issuing visiting cards and id cards, creating email id with the coordination of network dept, creating employee id and giving access in HRMS/ HRIS and thereby circulating other mailers related to the joining formalities of new joiners.
- Presiding over the induction programme, preparing the joining kits, filling the documents.
- Processing of bank forms for the new salary accounts of new joiners.
- Handling the Confirmation and Evaluation process of the employees.
- Preparing Confirmation letters and Appraisal letters.

Employee engagement activities

- Prepares daily HR greetings, mailers for festivals/ days and its related initiatives.
- Prepares other engagement activities such as circular, birthdays cards etc.
- Coordinating events and important initiatives taken by HR department.

Compliance management

- Liasoning with the PF, ESIC and Labour law consultants.
- Completing the related operational works of respective compliance to be submitted on monthly, quarterly, half yearly and on yearly basis.

Attendance/ Leave management

- Adding and carry forwarding leaves in HRMS/ HRIS software (as per leave policy).
- Coordinating with Accounts dept for the salary process that includes preparation of Attendance sheet and other related inputs needed for the salary process.
- Co-ordinating and preparing the Full and Final settlement process.
- Preparing the holiday calendar.

Exit process

- Handling all documentation and related works to exit process which includes Arranging a formal meeting with the employee's reporting manager.
- Finalizing the relieving date and sending an acceptance/ rejection mail against the resignation mail.
- Completing the termination checklist from the employee.
- Taking an exit interview and completing the exit interview form from the prospect employee.
- Releasing the Experience and Relieving letters.

Training & Development works

- Training & Development works like identifying trainers for specific training topics such as Negotiation skills, Material management, Project management and had

also identified faculties for (one-to-one mentoring sessions) for nurturing certain employees.

- Arranging meetings with the identified trainers and finalizing upon the training quotation, training schedules, needs and other related things.

Other works

- Handling overall HR documentation works.
- Updating MIS (miscellaneous) on timely basis.
- Maintaining Employee master.
- Updating employee information in HRMS/ HRIS.
- Managing and Verifying expenses of employees.
- Calling employees on monthly basis for any Grievance handling.
- Managing Vendor payments and related works.

Other Details:

Reason for leaving present employment : Career Growth

Personal Details

Age and Date of Birth	-	34 yrs, 13 th August 1985
Nationality	-	Indian
Religion	-	Islam
Marital Status	-	Married
Languages Known	-	Malayalam , Hindi & English
Educational Qualifications	-	MBA (HR Finance)
Passport No	-	R9734949
Date of Issue	-	21/02/2018
Place of Issue	-	Cochin

Declaration

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

Place

Date

Sajitha M S