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### **Professional Goals**

Insightful Human Resources Coordinator willing to assist HR team with staffing, record-keeping, employee benefits and other HR-related duties. To coordinate and organize work to achieve goals and targeted results with minimal supervision. Continually develops knowledge and gains subject matter expertise in assigned HR discipline related to work activities and projects assigned.

### **Work Experience**

#### **HR Coordinator- Petrolink Data Service Pvt Ltd**

*September 2020 - Current*

- Maintains human resource information system records and compiles reports from the database.
- Provide co-ordination to payroll authority for making salary sheet.
- Generate reports required to complete the payroll and responsible for the monthly payroll processing and basic entries.
- Provide support to employees in various HR related topics such as leaves compensation etc.
- Responsible for the day to day Leave Management.
- Updates employee indicative data (i.e., new hires, requisitions, terminations, exit.); extracts report when requested.
- Schedule trainings with other department heads and responsible to ensure that it is continued without any delay.
- Managing the annual performance and salary review processes as well as the variable pay programs.
- Coordinate for operational activities like transfer in, out; department change, location change.
- Maintain database of the Employee Movements.
- Drive positive employee relations to provide an optimal work environment for all employees working in different shifts.
- Prepare HR reports and Annual HR reports based on the requirement.
- Promote participation in Employee Engagement, Wellness and CSR Initiatives within the organization.
- Responsible for issuing any company/ personal related letters for the employees.
- Reviewing, updating, and maintaining proper filing of statutory compliance.
- Supported HR functions with emphasis on record keeping, data entry and general HR tasks.
- Completed background and reference checks to facilitate hiring and onboarding of employees.
- Reviewed human resources paperwork for accuracy and completeness.
- Captured key feedback from employees during exit interviews.

#### **HR Assistant (Consultant Role)- Petrolink Data Service Pvt Ltd**

*2018- 2020*

- Documented human resources records and maintained confidentiality of sensitive personal information.
- Assisting in Induction-Oriented, Retention of employees, Employee recognition, Employee Engagement.
- Drafting of Offer letters, Appointment & Confirmation letters, Promotion letters & Reliving letters and different types of letters based on the request in consultation with Senior Coordinator / HR Manager.

- Enhance employee relations through motivational activities like celebrating festivals, birthdays of employees, celebrating successes etc
- Engaged with employee benefits, training and development and exit formalities-taking care of exit formalities, exit interviews, both voluntary and involuntary exit and final settlement processing for employees leaving the organization.
- Shared the call letters to the candidates and coordinated the interview schedules.
- Follow up the candidates ensure acceptance of joining.
- Responsible for maintaining leave details and assist in preparing loss of pay and to provide the details to HR manager on monthly basis.

**Branch Relationship Executive-Teleperformance Global Services Private Limited- SBI Credit Cards -** 2018

- To achieve monthly sales target of SBI Credit Card through the branches of State Bank (Metro) / Other Banks (Non – Metro).
- Maintaining excellent relationship with employees of the assigned branch.
- Resolve the queries and complaints of SBI Card customers coming to branch.

**ACADEMIC**

- Completed MBA from Amity Global University in the year 2017
- Completed BBA from Amity Global University in the year 2015

**AREAS OF EXCELLENCE**

Computer Skills	MS Office, google drive, spreadsheets, databases, social media
Quick Books	Organization skills, Payroll coordination, Tracking, Recording
Hard & Soft Skills	Adapt in process improvements and workload efficiency. Skills in interviewing, developing, coaching, evaluating, and retaining team members. Experience in change management and process improvement
	Ability to work independently; self-motivated. Strong oral and written communication skills, Skilled in teamworking and fostering collaboration, Ability to manage operations with flexibility and creativity.

**ACADEMIC PROJECTS**

- Title: “A Study on olive tourism” – BBA (2 months)
- Title: “A study on customer satisfaction on product and services offered by Honda car Reference to Vivaan Honda” – BBA (2 months)
- “Study on The Influence of Behavioural Finance in Strategic Investment Decision” (2month)
- A Study on job satisfaction of employee in Apollo tyres Kalamassery limited (MBA) 2month
- A Study on Consumer Perception Towards Visual Merchandising (MBA)
- Conducted a survey on “Employee Involvement in Suggestion Scheme” also involved in framing objectives in line with organizational requirements and draft questionnaire and performed data collection and analysis of the same in pursuit of assessing the involvement of employees in employee suggestion scheme in force.

**DECLARATION**

I hereby declare that the information given herewith is correct to my knowledge and I will be responsible for any discrepancy.

**Place: Ernakulam**  
**Date: 01-10-2021**