

**Renjith V S**  
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### Profile at a Glance

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To evolve as an HR practitioner and develop my skills to contribute the growth of organization and professional achievement and utilize my skills and competencies to enrich the growth of organization and develop professionally.  
With having 10 years experience in HR and operations with strong interpersonal skills and analytical skills.

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#### PROFESSIONAL EXPERIENCE:

**Institution: Believers Church Medical College Hospital Thiruvalla. Insurance Executive**

**Date: since 19<sup>th</sup> December 2016 -Till Date**

**About the institution:** Believers Church Medical College Hospital is a healthcare institution of Believers Church based in Thiruvalla, Kerala, India. The hospital is attached to a 500-bed, multi-specialty hospital and established in 2016. The BCMCH is affiliated to the Kerala University of Health Sciences (KUHS).BCMCH ensuring proper and systematic instruction, teaching, training and research in Modern Medicine, Homoeopathy and Indian Systems of Medicine including Ayurveda, Siddha, Yoga, Naturopathy, Unani and other allied sciences and also to have uniformity in the various academic programmes in medical and allied subjects in the State of Kerala. BCMCH is also accredited by the National Accreditation Board for Hospitals and Health Care Providers (NABH) please visit more [www.bcmch.org](http://www.bcmch.org) for more information.

#### KEY RESPONSIBILITIES

- Bills submissions .Cross check of each medical documents, ensure relevant documents available for before dispatching of each claims
- Diminish the queries from government authorities after the bill submission of each claims
- Follow up of daily patient admission Intimation in day by day
- Each patient admission intimation give to the Government authorities in TAT
- Ensure each admitted patients intimation given to the Government authorities and cross check with the admission list in day by day
- Provide awareness to the doctors, if the Government ECHS policies and charges of surgeries tests changed, in time to time
- Price of surgeries and tests, updating and manipulating in Hospital information system in time to time based on as per the guidelines of ECHS authorities

**Company: Erigo Elevators, Cochin. Assistant Manager HR**

**Date: 2012 September -2016 July**

**About the company:** ERIGO elevators is a small scale partnership firm situated in Cochin, Ernakulam. Established 2010. The company provide installation, services and maintenances of elevators across the Kerala. The company have well specialized technicians and 24 hrs hassle free services and using sophisticated equipment's ensure the security of the passengers.

#### KEY RESPONSIBILITIES

- Manage employee relations activities and advise managers on employee issues
- Recruitment , induction , selection of employees
- Employee engagement
- Managing absence, disciplinaries, grievances, sickness etc. Measure employee satisfaction and identify areas that require improvement
- Responsible for employee engagement programs, development initiatives and rewards & recognition frameworks
- HR operations (policy and process )
- Innovate, organize and drive employee welfare activities in the Firm.
- General administration and Conduct all compliance related activities

- Support the annual compensation activities ensuring consistent and fair decisions are made in the promotion, bonus and salary increase processes
- Handling payroll and Drive retention programs, reviews competitive practice and pay levels to support unit's position
- Deliver additional assignment and projects assigned by the management.
- Proactively communicate policies and process to employees
- Wages and salary administration, time office administration, maintaining of leave records

**Company: Erigo Elevators, Cochin. HR Executive**

**Date: (2011 May- 2012 August)**

**KEY RESPONSIBILITIES:**

- Obtaining/generating and maintaining the requisite statutory records relating to attendance, overtime and earnings of all workmen at the site.
- Identified the new sources of recruitment for skilled workers
- Designed a recruitment policy and aptitude test for different trades for effective recruitment
- Introduced post interview post interview feedback system to measure and continuously improve the interview experience of candidate with ERIGO elevators
- Arranging, maintaining and rendering medical first aid to workmen of the site, as and when need arises.
- Implementing all rules, procedures, directives etc. applicable under various statutes including those prescribed by the Management.
- Recruiting of workmen as per the selection procedure specified ,requirement as confirmed by Management, background clearance, skills test & confirmation

**Company: GEOJIT BNP PARIBAS Financial Service Ltd, Changanacherry, Kerala**

**Research Experience: Internship . Date: (2010 April-2010 June; 2010 November-2011January)**

**KEY RESPONSIBILITIES:**

- To study the organization, industry and services
- Determined the strength of the company shares. And identify which company shares have good strength
- Analyze the best possible time of buying and selling company shares
- Determined the share movements at the time of trading
- Identified which company share create good profit for the next trading day
- Selling financial products

**Company: Housing Development Finance Corporation Limited (HDFC Bank) Thiuvala branch, Kerala**

**Sales Manager Date: (2005 June -2006 April), (2007 January-2008 November)**

**KEY RESPONSIBILITIES:**

- Making Team and achieving targeted sales and supervising sales staff.
- Strategizing & implementing ways to achieve sales targets
- Providing client service to existing customers. They are required to manage all aspects of customer relationships
- Contribute to team effort by accomplishing related results as needed.
- Establishing personal networks; participating in professional societies.

**Education History**

- **Masters in Business Administration** (2009-2011) - **Rajagiri Centre for Business Studies (RCBS) Kochi, Kerala.**  
(Mahatma Gandhi University , Kottayam, Kerala)
- Human Resources , Marketing
- **Bachelor in Science** (2002-2005) –**St. Thomas College Kozhencherry** ( Mahatma Gandhi university, Kottayam ,Kerala  
Physics

**Certification**

- Programming computer Application (2007-2008) SEPTI (Small Entrepreneur and Training Institute)Govt. of India
- "Vanvasam"-2009 (Intense personality development programme conducted by RCBS, Kochi)
- Rural Sensitization Camp (programme conducted by RCBS, Kochi)

**Research**

- Project 1. "Training manpower development and employee performance in an organization"
- Project 2. "The study of Conceptualization and implementation of Technical analysis"
- Project 3. "The study of influence of Technical analysis in share Trading"
- **Dissertation:** The study of relationship between investor behavior and Investment Performance in Capital markets

**Personal Particulars**

Nationality : Indian  
Date of Birth : 17<sup>th</sup> April 1984  
Fathers Name : Sadananthan VA  
Mothers Name : Santhamma VK  
Gender : Male  
Marital Status : Single  
Languages known : English, German, Malayalam, Hindi, Tamil  
Computer Proficiency: SPSS, Windows, M.S.Word, Excel, Access, Power point, C, C++,  
DBMS, Visual basic, Visual FoxPro  
Passport No : J9208482

Declaration: I wish to inform you that above details are true and correct.

Renjith V S  
21/12/2021