

SHERY JAMES

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Koratty

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Pin code: - 680308



CAREER GOAL

My goal is to grow into a diversely experienced and highly knowledgeable Executive HR, a competitive leader to my peers and an efficient enabler for the most dynamic firm in the country. I intend to achieve this by utilizing my analytical skills, practical experience and knowledge, thereby resulting in the betterment of the organization and myself. My positive attitude and leadership skills shall help me meet with any challenges, with determination and commitment.

PROFILE AT A GLANCE

- Planning and execution of recruitment program.
- Conduct onboarding and offboarding process.
- Maintain employee data base management.
- Employee grievance handling - Interacting with the employees to discuss their issues; providing suitable solutions on a timely basis.
- Providing induction, training, guidance and technical assistance to the employees and evaluating their performance.
- Conducting employee engagement programs.
- Assisted in performance appraisal of staff by identifying the key performing areas / indicators.
- Ensured statutory compliance.
- Preparation of attendance and leave management.
- Providing Salary inputs.
- Preparation of Payroll.
- PF & ESI registration, remittance and settlement of PF & ESI compliance.
- Preparation of payroll, PF & ESI statement.
- Computation and remittance of Workers Welfare Fund (WWF) & Labour Welfare Fund (LWF).
- Preparation of salary through WPS.
- Computation of Workmen Compensation & Gratuity.
- Conducting Exit interview, full & final settlement process and exit formalities.

EXPERIENCE

Navya Bakes & Confectioneries India Pvt Ltd, Ernakulam, Kerala, as an **Executive HR** (1st October 2019 to 31st January 2022.)

HR Engagements Executed:

- Recruitment, Onboarding, Induction and Training.
- Employee grievances.
- Employee engagement.
- Salary Inputs and Payroll preparation.
- Statutory compliances.
- Offboarding & Exit formalities.

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EDUCATIONAL PROFILE

Pursuing	MBA-HR From Bharathiyar University.
2019	Bachelors of Commerce , from Nirmala Collage of Arts & Science (Calicut University) and secured an aggregate of 60%.
2016	Class 12th from Union Higher Secondary School (HSE) and secured an aggregate of 70%.
2014	Class 10th from Mar Augustin Memorial Higher Secondary School Koratty (SSLC) and secured an aggregate of 93%.

TECHNICAL SKILL

- Tally-(ERP-9).
- MS office.
- Google Sheet, Docs.
- Essl Software.

ACHIEVEMENTS

- Member in Student Police Cadet.
- Participated in inter school Basketball competition.
- Have participated in various extra-curricular and sports events.

PERSONAL INFORMATION

Date of Birth	:	29 th March 1998
Gender	:	Female
Father's name	:	James Chacko
Mother tongue	:	Malayalam
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English & Malayalam

REFERENCES

Reference available on request

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE : THRISSUR

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