

## **Jane Mary Luka**

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### **CAREER OBJECTIVE**

Seeking challenging assignments in the field of Human Resources Management, with an organization having a global vision that offers an opportunity to learn and develop both in professional and personal life.

### **PERSONAL INFORMATION**

Date of Birth	28 <sup>th</sup> February 1991
Gender	Female
Marital Status	Married
Nationality	Indian
Languages Known	English, Malayalam and Hindi

### **PROFESSIONAL SNAPSHOT**

Result-oriented HR professional with close to 1 years of experience in Holy Family Hospital, Muthalakodam. A proactive implementer with skills in Human Resource Management, assessing the need of the employees as well as management and providing the best solutions. Proficient in managing end to end HR activities such as Sourcing, Recruitment, Selection, Induction, Training & Development, Performance Management, Payroll, Statutory Compliances, Grievance Handling, Employee Retention, Employee Welfare, Exit Formalities thus achieving desired goals. Ability to support & sustain a positive work environment that fosters team performance with strong communication and relationship management skills.

## **PROFESSIONAL EXPERIENCE**

Worked as HR Executive in Holy Family Hospital, Muthalakodam from December 5<sup>th</sup> 2016 to December 11<sup>th</sup> 2017

### **Role Objective**

- To complete all the HR activities to ensure smooth functioning and administration of the Hospital.

### **Job Responsibilities**

- Sourcing and recruitment of all the Nurses and Paramedical staff for the Hospital.
- Conduct employee orientation and facilitate new joiners joining formalities.
- Making sure that all employee master databases (personal file, personal database) are up to date.
- Maintaining / Updating Shift Allocation and Leave Records.
- Monitor the attendance to ensure employee punctuality.
- Payroll input and cross checking.
- Ensure the timely distribution of Salary, bonus, increment and full & final settlement for the employees.
- Ensuring and follow up of statutory obligations - PF, ESIC, Prof Tax et
- Preparing and issuing all the HR related letters, documents, certificates and notices as per the company policy and requirement of employees.
- Conducting Review meetings.
- Ensuring the grooming standards of employees and its complying with the Hospital standards.
- Conducting and coordinating training programs by understanding the training needs of the employees.
- Resolve grievances and queries that any of the employees have and if required escalate to the next level depending on the nature of the grievance or issue.
- Conduct exit interviews for employees and record them accordingly.

## **ACADEMIC QUALIFICATIONS**

<b>Course</b>	<b>Name of Institution</b>	<b>Year</b>	<b>Percentage</b>
Master of Human Resource Management	Nirmala College, Muvattupuzha	2015	69
B.A Communicative English	Nirmala College, Muvattupuzha	2013	72
H.S.E	The English School, U.A.Q, U.A.E	2009	74.4
S.S.L.C	The English School, U.A.Q, U.A.E	2007	80

## **TECHNICAL PROFICIENCY**

- Microsoft Office (Word, Excel, PowerPoint)

### **STRENGTHS**

- Good communication & team oriented.
- Dedicated and hard working.
- Willingness to accept challenges.
- Ready to take up new inputs.

### **DECLARATION**

I, Jane Mary Luka here by declare that all statements made above are correct and true to the best of my knowledge. If given a chance to serve under your control, I assure you that I shall discharge my duties to the fullest satisfaction of my superior.

**JANE MARY LUKA**