



ROHITH N

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**Address- Kandath (H), medical college P.O, Velappaya,
Thrissur (DT) Pin: 680596**

Career Objective

Highly organized, self motivated and determined with 4+ years of experience as HR Executive in Reporter TV. Seeking to land the position as Human Resource Assistant in your respected organization where I can contribute my administrative abilities and interpersonal skills to help your company find the best talent in the job market.

Personal Qualities

- 4+ Years of working experience as HR Executive
- Organizational and administrative skills
- A positive and enthusiastic attitude with the ability to self- motivate
- Proficient in using Microsoft office applications

Work Experience

HR Executive in Reporter TV Corporate office Kalamassery Cochin from May 2016

Overall Job Responsibilities

1. Primary Duties

- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Administration handling (canteen management)

2. Recruitment/New Hire Process

- Manages first stage screening or qualifying of all applicants.
- Conducts preliminary interviews on all qualified applicants.
- Schedules examinations by coordinating appointments.
- Welcomes new employees to the organization by conducting orientation.
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Ensuring background and reference checks are completed
- Preparing new employee files
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)

- Conducting benefit enrollment process
- Administering new employment assessments
- Serving as a point person for all new employee questions
- Payroll and Benefits Administration
- Processing payroll
- Answering payroll questions
- Facilitating resolutions to any payroll errors
- Attendance & Leave Management in both manual and software
- ESI & PF calculation, Documentation and Payment

3. Record Maintenance

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Completing termination paperwork and assisting with exit interviews

Academia

- Master of Business Administration HR & Marketing from PPG Institute of Technology Coimbatore, Tamilnadu
- Bachelor of Business Administration from NES College Thriprayar, Kerala.

Personal Profile

Date of Birth : May 2, 1989
Father's Name : K Chandrasekharan
Occupation : Cable TV Technician
Gender : male
Marital Status : Single
Nationality : Indian
Religion & cast : Hindu-Nair
Passport no : L 1392214
Expiry date : 28/04/2023

Reference

Biju Manika
Legal & HR Manager, Reporter TV
7073817820

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: THRISSUR
Date:

ROHITH N