

Nitheesh K

9544010527

Email-nitheeshthiruvankidom@gmail.com

Human Resource manager

To seek a long term position in a reputed organization where I can gain relevant exposure in managing HR function

PROFILE SUMMARY

- Human Resources professional with over 3 plus years' experience in Recruitments
- Hands on experience in team handling and office admin operations; like team mentoring, induction, administration, salary preparation, expense handling.
- Involved in the full cycle of recruitment - right from hiring manager's intake till requisition closed
- Proficiency in job analysis, sourcing, understanding client's expectation.

ORGANIZATIONAL EXPERIENCE

Since Oct 2020 ~ Present~ Arden Health Care Pvt. Ltd, HR Manager

Key Responsibilities Handling:

- Active overseeing the full recruitment cycle.
- Preparation of offer letter and appointment letter
- Highly active in managing pay-roll operations.
- Supporting supervisors to ensure the success of their teams
- Assisting with day-to-day branch related operations.
- Developing and updating HR policies.
- General Office Administration.



CORE COMPETENCIES

Recruitment Management

Joining Documentation

On boarding activities

Employee induction

Employee Engagement activities

Employee Relations

SOFT SKILLS

Liaison & Coordination

Communicator / Collaborator

Goal-oriented / Goal Clarity

Team Management

Work Supervision / Delivery

Motivator

PERSONAL DETAILS

Date of Birth: 18th Sep 1992

Languages Known: English, and Malayalam

Address: Sreepadmam(H)
Thiruvankidom, Guruvayoor
Thrissur Dist ,680101

Aug 2019 – Sep 2020 ~ Daivik Technologies ~ HR Manager

Key Responsibilities Handling:

- Handling all the Manpower Planning & recruitment activities- Short listing, Screening & Scheduling Interviews maintaining the resume database
- Preparation of offer letter and appointment letter
- Induction and on boarding of new joiners.
- Co-ordination and providing appropriate documents to the banks for salary account opening.
- Maintaining personnel files of employees as well as maintaining employee's database
- Handling payrolls (**Using Greyt HR**), Bonus.
- Support in Policy & Process formulation & implementation – manuals and implementing them.
- Supporting the HR Manager for employee performance appraisal, revision and quarterly reviews
- Manage and roll out various employee engagement activities
- Event day planning, organizing, coordination of H.R Games and other celebrations
- Manage relieving formalities and Exit Interviews.

Jan'18 – July 2019 ~ Continental merchantaile corporation ~ HR Executive

Key Responsibilities Handling:

- End-to-end recruitment solutions right from sourcing, screening, short-listing to interview follow-ups till the closures.
- Searching resumes from job portals like Naukri, Monster & Employee Referrals etc.
- Screening and short listing prospective candidates on the basis of various eligibility criteria that applies for specified role. Preparing reports on daily, weekly and monthly basis.
- Handling end to end Joining Formalities and exit formalities
- Creation and Maintenance of files for new joiners.
- To support and manage daily branch operations
- Background verification for the employees.
- Coordinating in preparing and issuing the letters - Appointment, Transfers, Relieving letters, Service Certificates, Increment letters, and Confirmation letters.
- Employee engagement activities like birthday, Women's day celebration, Festival celebration etc.
- Handling day to day attendance records (Leave & Attendance Management)
- Maintenance of master database of the employees.
- Assisting and coordinating with the Payroll department.

July 2017 – Dec'2017 ~ Holy Future solutions ~ HR Recruiter

Key Responsibilities Handling:

- Profile Screening & Shortlisting. Searching resumes from job portals and matching their profile with client requirements. Screening the CV's for basic criteria like qualifications, CTC, location of the candidate.
- Arranging the Interviews both telephonic and personal. Updating Daily Recruitment Tracker
- Maintain healthy relationship with the clients and candidates

Nov 2016 – June 2017 ~ HDFC Life insurance ~ Business Development Executive

Key Responsibilities Handling:

- Handling the HDFC Bank customers
- Develop a good relationship with the customers
- Giving presentation about the product to the customers

ACADEMIC DETAILS

- MBA in Human Resource and Finance Management in Rathinam Institute of Management, Coimbatore 2016
- Bachelor of Commerce from Karnataka State open University 2013
- Plus Two (Computer Science) from De Paul Higher Secondary School, Choondal 2010
- SSLC from Sreekrishna Higher Secondary School, Guruvayoor 2008

Declaration

I hereby declare that all the above mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above mentioned particulars.

Place : Nitheesh k
Date :

