

BONY JOHN
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Career Objective

To contribute towards the growth and development of dynamic organization where opportunities to grow both personally and professionally are ample and where I can utilize my skills effectively & efficiently. A qualified management professional with a proven track record in MIS, HR, Payroll, Employee welfare and motivational activities, Administration and other management roles in diverse working environments and cultures.

Professional Summary

Result Oriented HR Professional with rich Experience in Payroll, Recruitment Statutory, Policy Implementation and other employee welfare and motivational areas. Core HR Areas, Recruitment & Manpower Planning, Policy Implementation, Employee Engagement activities.

Professional Experience

- ❖ Currently Employed in **Kosamattam Group Pvt. Ltd** as Senior HR Executive from August 2019.
- ❖ Worked with **Vision Honda** as Executive HR from October 2018 to July 2019.
- ❖ Worked with **Master Made Bio Combines Pvt Ltd.** as an HR- Executive from May 2017 to August 2018
- ❖ Worked with **Royal Bajaj .** as an Service Incharge from September 2011 to April 2017.

Job Profile

Recruitment Processes

- Sourcing, Screening & matching the Profiles.
- Self-involvement in preliminary telephonic and personal interviews with candidates to ascertain their competencies, skills and aspirations (positions, salary, relocation aspects Etc.)
- Interview finalization and to keep a track on selected candidates with joining date and updating to the management.
- Performing activities like Internal Job posting and Employee Referral Schemes to fill up positions.
- Monitoring the overall Induction, Joining formalities & Settlement Process
- Taking Care of employee database with regard to their date of appointment, address, Telephone No's, references, employee dept, code No, PF No, ESI No, skill sets and other personal details. (collecting the relevant documents of previous employment)
- Responsible in drafting offer letters, appointment letters, confirmation letters, relieving letter and experience letters.
- Helping the new joiners understand the policies and procedures and helping them to settle down in the company.
- Monitoring relieving procedures and settlement considering exit interview forms, No due certificates and the amount due from the employee.

Statutory areas & Payroll

- Monitoring payroll and designing CTC with break-up of Gross salary
- Preparing summary of new joiners and resigned employees.
- Delivering 'Pay-slips' with all statutory deductions & preparing 'Summary of Pay-slips' including leave calculations.
- Manage employee queries with regard to their deductions, settlements and supporting their requirements.
- Helping the team members in collecting documents from the employees for Income Tax purpose.
- Report Generation of Loss Of pay List, checklist of Attendance, Payroll Statement, CTC Report, Cash Payments, etc.
- PF Processing and Statutory works.
- ESI and Mediclaim Processing
- UAN Generation for PF
- PMRPY Processing for PF
- Chellan Preparation for PF , ESI and PT
- Professional Tax Processing and return

- TDS and Form 16 processing

Employee Welfare and General HR areas

- Training
- Employee welfare activities
- Employee Motivation and Welfare Activities
- Employee Engagement Activities
- Employee performance appraisal
- Labour Registration.
- Attendance Tracking
- Induction
- Filing
- Coordinate all functions of Personnel & HR of the complete organization.
- Clarifying employee's queries about the HR policies, understanding the employee concerns, Escalating to appropriate levels and ensuring the resolution of the concerns
- Handling employee relation, planning the training calendar for the employees.
- Handling all employee relations activities/employee satisfaction survey.
- Implementing effective 'retention policies' to reduce attrition & improving employee performance levels thru' teamwork, suggestion box, counseling, Rewards & Recognition / Appreciation letters, incentive schemes, Professional work environment, training & respecting employee values.
- Distributing appraisal forms, taking feed-backs from appraises & assessing performance levels using rating scales /ranking methods / Increment policies.

Admin areas

- Infrastructure Management.
- Travel Management.
- Vendor management- Identifying and networking with cost effective and reliable vendors/ suppliers for purchase of requisite materials.
- Taking care of general admin activities like security, housekeeping, guest accommodation telephone, logistics and other day to day activities.
- Monitoring all administrative expenses and ensure for on time vendor payments.
- Motivating staff and maintain cordial relationships with peers, executives and clients.
- Budgetary control for all Administrative expenses.

Educational Qualifications

Name of Examination	University /Board	Year	Mark %
MBA HR	Annamalai University	2016	58
BA -History	Annamalai University	2014	55
Diploma Mech	Technical Board Tamil Nadu	2005	50
Plus two – Computer Science	Kerala state HS board	2002	58
SSLC	Kerala state Board	2000	59

Technical Skills

- Good working knowledge in MS OFFICE such as word, excel and advanced excel reports i.e., auto filters, V look up which is used prepare to MIS reports.

Personal Details

- Date of birth : 09/04/1985
- Gender : Male
- Father's name : M C JOHN
- Nationality : Indian
- Mother tongue : Malayalam
- Blood group : 'A' positive
- Marital status : Single
- Languages Known : English, Malayalam, and Tamil

References:

Will be provided on request

Declaration

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

BONY JOHN

