

# DEEPU JOSEPH

## HR-GENERALIST

Aspiring to pursue challenging assignments in Human Resource & Operations with the drive to make a significant contribution and achieve results in conjunction with organizational goals.



## PROFESSIONAL SNAPSHOT

**NOV' 2021 - Present**  
**RAK Interiors**

**HR & ADMIN EXECUTIVE**

**JAN' 2018 - JUL'2019**

**CloudPartner India Technologies LLP**

**HR- EXECUTIVE**

## CONTACT



+91 9207649807



+91 9747553061



deepujosephmhrm2021@gmail.com



www.linkedin.com/in/deepujoseph0255



Vathalloor (H), Njandupara PO, Poovaranay  
,Kottayam, Kerala,pincode: 686577

## COMPUTER PROFICIENCIES

End User in GreytHR HRIS and also have good working knowledge in ERP Applications and Excel reports i.e., pivot table, Vlookup & Hlookup, splits & freeze panes which is used to prepare MIS reports

## EDUCATION

**MASTER OF HUMAN RESOURCE MANAGEMENT**

Jul '2019 - Oct.'2021

**Mahatma Gandhi University**

Holy cross college of management & technology,  
puttady, Idukki, Kerala

**CHRP DIPLOMA**

Mar '2018

**International institute of Human Resource**

Ernakulam, kerala

**B.sc Graduation**

Jul '2014 - Mar.'2017

**Calicut University**

Yuvakshetra Institute of Management Studies,  
Palakkad, Kerala

## KEY SKILLS

- HR Generalist / HR Operations
- HRIS / HR Shared Services / Helpdesk
- Recruitment & Selection
- Attendance & Leave Management
- Joining Formalities (On Boarding)
- Payroll Management
- Training & Development Procedures
- Exit Formalities (F&F)

## PROFESSIONAL EXPOSURE

### **Recruitment & Selection: -**

- Responsible for Recruitment, Selection & short listing the candidates, Sourcing the possible candidates via the sourcing platforms like job portals, followed by short listing of candidates.
- Giving them a brief about the position and checking their position fitment and scheduling them for further round of Interviews.

### **Induction, Joining formalities and Full & Final Settlement Process: -**

- Taking Induction Session for the Executive & Middle level entrants in the Organization, Ensured induction of all employees as per the defined process.
- Manage business letters related to employee's offer & appointment letter, service agreement, background verification, allowances, request for evidence, transfer related documentation etc. and providing required information
- F&F Settlements of left employees, complete the same within 5 working days from the date of H/T and clearance, preparation of experience & relieving letters, exit interviews etc.

### **Payroll Management: -**

- Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Pay slips and forwarding them to employees.
- Manage regular preparation of relevant MIS reports, including weekly, monthly, quarterly and year-end reports. Manage employee queries with regard to their deductions, settlements and supporting their requirements

### **HRIS Management / HR Shared Services / Employee Self Service: -**

- Managing Employee Database Administration in greytHR HRIS, assigning Employee Self Service user name & password for employees,
- Part of HR Shared Services team for attending & assigning Internal / External Employees queries regards to on-boarding, leave, payroll, F&F settlements, performance appraisals etc...

### **Employee Relations/ Employee Engagement; -**

- Coordinating monthly Employee Engagement Activities for various clients, Family Day, Ethnic Day, Independence Day, Republic Day– flag hosting, Festival celebrations, Birthday & Anniversary celebrations, Site picnic etc....

### **General Administration: -**

- Issue of Identity Cards, Visiting Cards, Asset Management, Letter heads etc....

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## PERSONAL DOSSIER

Father's Name : Joseph V.D

Date of Birth : 25-03-1997

Languages Known : English, Malayalam, Hindi

References : Will be provided upon request.