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# DEEPU JOSEPH

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

## CAREER OBJECTIVES

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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.

## KEY SKILLS

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HR Generalist / HR Operations

HRIS / HR Shared Services / Helpdesk

Joining Formalities (On Boarding)

Attendance & Leave Management

Payroll Management

Recruitment & Selection

Training & Development procedures

Exit formalities (F&F)

## PROFESSIONAL SNAPSHOT

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### HR-Executive

CloudPartner India Technologies LLP, Emakulam

Jan.'18 - Jul.'19

Ernakulam

## EDUCATION

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### PG - MHRM

Mahatma Gandhi University

*Holy cross college of management & technology, puttady*

Jul '22 - Oct.'21

puttady

### CHRP DIPLOMA

International institute of Human Resource

*Autonomous*

Mar '18

Bangalore, cochin

### B.sc

Calicut University

*Yuvakshetra Institute of Management Studies, Palakkad*

Mar '17

Palakkad

## CERTIFICATION COURSES

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Certified SAP HCM End-user Professional

## COMPUTER PROFICIENCIES

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

## PROFESSIONAL EXPOSURE

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### Recruitment & Selection: -

- Responsible for Recruitment, Selection & short listing the candidates, Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees' references, followed by short listing of candidates.
- Conducting preliminary round of HR Interview to evaluate communication, interacting with the 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, Festival get together, Site picnic etc...

### General Administration: -

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

## PERSONAL DOSSIER

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<b>Fathers Name</b>	<b>:-</b>	<b>Joseph V.D</b>
<b>Date of Birth</b>	<b>:-</b>	<b>25 / 03 / 1997</b>
<b>Languages Known</b>	<b>:-</b>	<b>English, Malayalam, Hindi</b>
<b>Reference</b>	<b>:-</b>	<b>will be provided up on request</b>