

**Arun Sathyan**

**Pulari**

**Adoor**

**Pathanamthitta**

**Kerala-691553**

**Mob:8156932319**

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**OBJECTIVE**

To secure a creative and challenging position with a personally managed group, a position this will utilize my practical and theoretical experience. To apply my knowledge and planning skills this will provide opportunities for professional and personal growth.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **University/Board** | **Year** | **Remark** |
| SSLC | KRKPM BHSS Kadampanad | Kerala Board | 2004 | First Class |
| Plus Two | VGHSS Nediyavila | Kerala Higher Secondary Board | 2006 | First Class |

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **University/Board** | **Year** | **Remark** |
| BSc Hotel Mgt. and Tourism  | SAMSDON BOSCO,Eranakulam  | Annamalai university | 2009 | First Class |
| M.B.A-Human Resource  | R.V.S college, Pondicherry | Pondicherry central university  | 2013 | First Class |

**PROFESSIONAL EXPERIENCE**

* Currently working as Assistant Manager-Human Resource at The LaLiT Resort &Spa Bekal from 18.11.2021
* Worked as Human Resource Executive with Lemon Tree Vembanad Lake Resort, Alleppey from 05.10.2017 till 10.10.2021.
* Worked as Sr.Executive-HR &Admin in Flamingo inn Hotel, Trivandrum from 22.03.2017 till 28.09.2017
* Worked as HR Supervisor in Mahindra holidays and Resorts India Ltd from 25.11.2013 till 12.11.2016

**JOB PROFILE**

* Responsible for recruiting, screening, interviewing, performing reference checks and coordinating department interviews.
* Prepare information and input for the salary budgets. Ensure compliance to the approved salary budget; give focus on performance and salary benchmarks where available. Ensure adherence to corporate guideline on salay adjustments and promotions. Coordinate increments and promotions of all staff. Assist in the competitive wage & benefit survey annually.
* Coordinate the design, implementation and administration of human resource policies and activities to ensure effective utilization of human resources for meeting the company’s objectives.
* Manage and implement the various employee relations and in-house training programs to ensure consistent administration & reduce turnover, provide open communications and promote a positive and pro-employee work environment. Advocate the Guarantee of Fair Treatment Policy.
* To manage, direct and monitor the employee housing assets of the company, perpetuating an environment that is profitable, while meeting all health, safety and sanitation needs.
* Responsible for payroll processing.
* Supervise the administration of employee benefit programs.
* Conduct management and employee orientation to introduce the employee to the hotel/company and ensure the appropriate information is disseminated & the appropriate forms are completed & processed: to include but not limited to, new hire forms, the completion of immigration reform & control act forms, tax forms, benefit enroll forms & an overview to the Employee Handbook and employee policies.
* Conduct exit interviews, track trends and complete turnover report in an accurate, timely manner.
* Maintain employee records, files and the Human Resource office systems. Compile various corporate and property reports to provide management with accurate information and comply with corporate policies and procedures as well as government laws and regulations.
* Position the hotel as the "preferred employer" in the area by maintaining strong community relations with referral agencies to maintain strong applicant flow. Work with local agencies to obtain OJT, TJTC or wage free labor.
* Handling all industrial relations issues.
* Keep employee bulletin boards current, including, but not limited to: post memos, pictures of employee events, loss prevention materials.

**ACHIEVEMENT**

* Training of staffs which help for smooth operation.
* Retaining the standard of organization and improved of service
* Setting of HR Department in Flamingo Inn, Trivandrum.
* Implemented WPS in Lemon Tree ,Alappuzha
* Played a key role for achieving” VAJRA “award for Lemon Tree Vembanad Lake Resort (Award for excellence for overall performance in Labor Relations and Compliances)

**STRENGTH**

* Ability to maintain high ethical standards of conduct in all aspects of work.
* Ability to act with confidence even when faced with challenging situations and look for solutions.
* Ability to generate and learn new ideas and solutions.

**HOBBIES**

* Cooking
* Driving

**PERSONAL DETAILS**

 Name **:** Arun Sathyan

 Father’s Name **:** Sathyapalan

 Date of Birth **:** 13-04-1988

 Nationality **:** Indian

 Language Known **:** English, Hindi, Tamil, Malayalam

 Marital status **:** Married

 Address **:** Pulari

 Kadampanad

 Pathanamthitta

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