BABITHA UTHUPPU

Career Objective :- A position in Personnel or Human Resources Management which will require me to apply my business experience and education to assist the company in the accomplishment of its goals.

Profile Summary :- HR professional with 9 years of experience in HR with exposure to all areas such as Employee Relations,Employee Welfare,Joining & Exits,Grievance Handling, Bonus Incentives, Employee Retention,Employee Motivation,Performance Appraisals all HR Generalist activities.

Completed HR Practical training program from spinach HR Training solution on topics such as Manpower Planning/Budgeting, Performance Management Systems, Labour Laws, Retention Strategies

Employment History

Assistant Manager HR

MUTHOOTTU MINI FINANCIERS LTD

 Sr HR ASSISTANT

COCHIN EXPORTS (P) Ltd(From December 2016 to May 2019)

* Recruitment
* Statutory Works
* Performance Appraisals, Performance Management

Sr HR Executive

POOMKUDY MOTORS

 (From April 2014 to November 2016)

* Salary Administration in tally
* Complete Hr Generalist Activities (Recruitment ,Bonus , ESI ,PF ,Professional Tax, Incentive, Insurance)

**Assistant HR (From October 2010 to November 2011)**

 CHARUTHA SILKS

* Overall HR functions including recruitment
* Handling grievance, Conducting meetings ,
* Trains and evaluates subordinates
* Employee Engagement activities

HR/Admin Manager ( From January 2007 to From October 2010)

NIFE,

* Admin works
* Counseling

Executive HR (From November 2005 to May 2006)

UNICORN POWER SOLUTIONS Pvt Ltd

* Joining Formalities ,Handling Employee Database (Both in Soft Form and Files Management), Leaves and Attendance Management
* Handling the payroll ,Managing advance Salary,  Bonuses, Loans,  Confirmations
* Performance Appraisals, Performance Management Matters ,Employee Insurance
* Liaison with various government organizations for Employee Provident Funds, ESI and other Retirement Benefits
* professional tax maintenance of statutory registers, Exit-Interviews, Full and Final Settlement .

Executive (Personnel) (From February 2003 to January 2004)

 TATA Ceramics Limited (ON CONTRACT BASIS), KAKKANAD

Education Qualification : M.A Psychology (Industrial HR)

Area of specialization : Human Resource

|  |  |  |  |
| --- | --- | --- | --- |
|  Exam Passed | Name of Institution/University | Subjects | Month &Year of Passing |
| M.A Industrial Psychology | Kerala University | Personnel Management & Industrial Relations, Organizational Behavior, Clinical psychology, Research Methodology | April 2002 |
| B.A Psychology | M.G University | Statistics, Social psychology, Organizational psychology, Developmental psychology | April 2000 |
| Pre-Degree | M.G University | II-nd group | April 1997 |
| SSLC | Board of public exams govt:of Kerala | Science, Math’s, Hindi | March 1995 |

 Technical Qualification : Ms Office, Oracle & VB, E-com basics

 Previous experience : Project work at Nadukkara Agro Processing Unit Vazhakulam,

 Topic – Industrial Sickness ; A case analysis

Personal Data

Age & Date of birth : 37 , 30.05.1979

Marital status : Married

Place Of Domicile : Cochin

Permanent Address : Puthenpurackal, Pallikkunnu, Ashokapuram, Aluva – 1

 Contact No : 9567683300

 Languages Known : English, Malayalam

Signature of the applicant