

NIMISHA P M

Officer - HR

Mob : 9446632623

Email ID :<nimishapm1@gmail.com>



KEY SKILLS AND COMPETENCIES

Strong organizational, administrative and analytical skills.

Ability to maintain confidentiality.

Excellent working knowledge of all Microsoft Office packages.

Ability to produce consistently accurate work.

PERSONAL DETAILS ADDRESS

*Nimisha P M,
Pazhedath House,
Edavanakad P O,
Ernakulam District,
Kerala - 682502*

*Contact Number:
Mob : 9446632623*

*Email-ID:
nimishapm1@gmail.com*

*DOB : 19-08-1987
Nationality : Indian*

PERSONAL SUMMARY

A highly motivated and enthusiastic HR Officer with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Well-presented and able to establish good working relationships with a range of different people.

Currently looking for a suitable position with a reputable and ambitious company.

WORK EXPERIENCE

VISMAY - PAVOS TEX (P) LTD.

HR Officer (February 2017 to present)

Working as part of Human Resource Management of Vismay – Pavos Tex Private Limited, one of the leading international ladies garments brand in the industry.

Duties:-

- **Statutory Matters:** Handling all the Statutory Matters which are related to the HR department (EPF, ESI, Labour Welfare Fund, Professional Tax, Bonus etc.). Attending to PF/ESIC inspection/officials during their routine visits. Working closely with Legal Consultant office for all legal matters pertaining staff and workers. Creation of legal manual to comply statute requirements in full respects. Participation in Govt. bodies (build network with govt/ regulatory bodies)
- **Attendance management:** Ownership and drive the Time Management System in the organization.
- **Payroll & Salary processing:** Attendance Management, Final Payroll preparation and salary disbursement through Wage Protection System of Government.
- **Staff Leave management:** Corporate and all Stores/Warehouse Staff members
- **Probation and Performance Appraisal:** Probation / Confirmation data management and implementation on Time with close coordination with business leaders.
- **Recruitment & New Joining formalities:** Sourcing the candidates, scheduling the interviews, joining formalities and scheduling the induction training of the Employees. Facilitate on employee onboarding activities such as arrangement of Work Tools/Seating/Mail ID Creation/Visiting Card/ID Card etc.,
- **Exit Process of Employees:** Dealing with the Exit Interviews and Full and Final Settlement. Exit Interviews facilitation formalities of all staff members – entire documentation, PF formalities, leave encashment management, email id deletion etc.
- **TA/DA Payment for Marketing Staff:** Cross verifying the Travelling Expense claimed by the Marketing Staff and Managers with their attendance and supporting documents they have submitted and making sure that the payment was made on time.
- **CCTV Monitoring:** CCTV Monitoring of entire staff members in the company. Facilitating and Coordinating Retail Stores SOP's and

monitoring the CCTV progress, observe and report key observations and work towards retail stores orderliness.

- **Job Descriptions of entire staff members** :Design, create and be the custodian of all Job Descriptions of all the roles.
- Create Employee Personal File (EPF) and be the point of single contact on all employee data.
- **Head Count & Attrition Analysis** :Maintain the overall Head Count numbers as per approved budgeted numbers.Attrition analysis and share the report on Quarterly basis with business.
- **Medical/Life Insurance management**: Getting the best service with a high level of quality for all staff those who have no ESI benefits.
- Conceptualize, deploy and socialize interventions on the identified cultural levers to strengthen the culture at Vismay. Spearheading the admin related activities to upkeep the welfare and infrastructure of Vismay.

DDRC SRL DIAGNOSTICS PVT. LTD.

HR Executive (August 2015 to February 2017)

Worked as part of Human Resource Department of a very reputed company that having about 1500 employees all over Kerala.

- ***Duties:-***
- Employee verification of new Joinees.
- Preparation of Payroll of about 200 employees of the Company.
- Calculation of EPF, ESI, Labour Welfare, Professional Tax calculation etc. of the employees.
- Monthly preparation and maintenance of labour documents as per the instructions from the LabourOffice.
- Managing the Training for staff.

UNIQUE INSTITUTE OF MANAGEMENT

Administrative Officer (March 2014 to August 2015)

Supporting the Managing Directors, Faculties and Students of the Institute. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

Duties :-

- Handling the admission, registration etc. of the Students.
- Handling incoming and outgoing calls.
- Handling the Accounts of the Institute.
- Managing the Students Counselors team.
- Preparation of the time-table and arranging the faculties for each class.
- Recording the faculties' working hours and calculating their Salary.
- Reporting to the Managing Directors regarding the students' feedback about the classes, faculties and the institution and supporting the Management for solving those problems.
- Overall Administration of the Institute.

DVMC IMPEX AND MARKETING PVT. LTD. (BELJINO)

Administrative Officer (July 2011 to March 2012)

Duties:-

- Performing the works related to Human Resource (HR) namely; Payroll calculation (including EPF and ESI calculation), recruitment of new employees etc.

	<ul style="list-style-type: none">○ Handling the Distributors and dealers problems with the company.○ Daily reporting to the management regarding the duties performed by the sales team and assigning duties for them for the next day.○ Assisting the Accounts Department (both manual and computerized accounting).
--	--

	<p><u>ACADEMIC QUALIFICATIONS</u></p> <p>Pursuing <i>MBA HRM</i> as Private Study, Bharathiar University, Coimbatore.</p> <p><i>BACHELOR OF COMMERCE (B.Com)</i> from Mahatma Gandhi University, Kerala 2005-2008</p> <p><i>HIGHER SECONDARY EDUCATION</i> in Commerce from Hidayathul Islam Higher Secondary School, Edavanakad2003-2005.</p> <p><i>SSLC</i> from Viveka Chandrika Sabha Higher Secondary School, Puthenvelikara March 2003.</p>
--	---

DECLARATION

I hereby declare that all the fact stated above is true and correct in best of my knowledge and belief.

Sincerely,

NIMISHA P M