




VINEETH VISWANATH V


HR EXECUTIVE

CONTACT ME AT

 Manjalil Pranavam (H)
Karapuzha, P.O
Kottayam
Kerala, India.

 vineethviswanath007@gmail.com


 +91 9744045858, 0481-2581828


 [linkedin.com/in/vineeth-viswanath-v-1b6b43145](https://www.linkedin.com/in/vineeth-viswanath-v-1b6b43145)

SKILLS SUMMARY

- Teamwork
- Confidentiality
- Adaptability
- Communication
- Proactivity
- Managing priorities

PROJECTS

 Undertaken a project on "EMPLOYEE MOTIVATION" at FERTILIZERS AND CHEMICALS TRAVANCORE LIMITED" (FACT) KOCHI

 Undertaken a project on "EMPLOYEE WELFARE" at TRAVANCORE CEMENTS LIMITED (TCL) KOTTAYAM

PERSONAL PROFILE

More than 3 years of professional working experience in the Department of Human Resources both healthcare and financial sector, Solid knowledge and hands-on experience in HR functions.

WORK EXPERIENCE

HR Executive

NRI & RI Welfare Cooperative Society | Sep 2020 - present

NRI & RI Welfare Cooperative Society - founded in the year 2019, which is headquartered in the Trivandrum district of the Kerala state. The society is to provide equitable socio-economic financial security, infrastructural through the togetherness of Non-Residents and Residents of the country to provide a quality life to all its members.

- Joining formalities.
- Induction
- Notice Board Updation
- Checking daily Attendance of staff.
- Recruitment
- Lining up the candidate for an Interview
- Ensure compliance of all statutory aspects & Maintaining records of all files of inbound documents.
- listing and scheduling of interviews, making offer letters, employment contracts
- Employee history verification as per corporate rules.
- Tracking of Employee Suggestion scheme, & Employee referral scheme.
- Employee Engagement activities & conducting annual tour, staff anniversaries.
- Payroll Processing
- Conduct exit interviews to identify reasons for staff turnover
- Preparing monthly reports

AWARDS & CERTIFICATES



"Tally ERP 9 ."Certificate earned from NIIT on 24thFebruary 2014



"M S Office ." Certificate earned on January 20, 2014

WORKSHOPS



"Attended a CAMPUS TO CORPORATE (C2C) Program in CIMAT Coimbatore

Languages Known

English

Malayalam

Hindi

PASSPORT DETAILS

Passport No - R9583707
{Place Of Issue - Kochi, India
Date of Expiry - 06/02/2028.

HR Executive Trainee

KIMS HEALTH Hospital

| Jan 2019 - Sep 2020

The KIMS HEALTH (Kerala Institute of Medical Sciences) Global is a healthcare organization with multi-specialty hospitals and health care centres in South India and the Middle East. The KIMS Global started off as KIMS Hospital, a multi-specialty hospital in the South Indian city of Trivandrum, Kerala. The hospital was launched in 2002 and expanded as the KIMS Global, which went through an expansion in 2013 and obtained centres in other parts of the state.

- Lining up the candidate for an Interview
- Support the development and implementation of HR initiatives and systems.
- Joining formalities.
- Induction
- Notice Board Updation
- Checking daily Attendance of staff.
- Recruitment
- Ensure compliance of all statutory aspects & Maintaining records of all files of inbound documents.
- Maintain compensation, benefits and performance management systems.
- Implement appropriate Reward & Recognition program for employees linked to Customer delight.
- Short listing and scheduling of interviews, making offer letters, employment contracts.
- Employee history verification as per corporate rules.
- Tracking of Employee Suggestion scheme & Employee referral scheme.
- Employee Engagement activities & conducting annual tour, staff anniversaries.
- Accommodation supervision & Welfare activities of the Employees.
- Payroll Processing.
- Conduct exit interviews to identify reasons for staff turnover.
- Preparing monthly reports.
- Implement laid down HR processes with strong business perspective and empathy towards employees.
- Drive internal communication channels.
- Implement all the statutory requirements – PF, ESI, filing of returns etc.
- Identify staff vacancies and recruit, interview and shortlist applicants.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Analyze statistical data and reports to identify and determine causes of HR problems and develop recommendations for improvement of unit HR policies and practices.

REFERENCE

Mr. HARIS .K. MUSTHAFFA
Senior Manager - Human Resources
KIMS HEALTH, Tivandrum, Kerala
Ph- +91-9895606362

- Maintain records and compile statistical reports concerning HR related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Assist, prepare, follow and monitor budgets of HR operations.
- develop recommendations for improvement of unit HR policies and practices.
- Additionally handling the role of Conveyance Coordinator under the Operations Department.

Taj Hotels & Resorts, Kottayam

HR Trainee

| Sep 2017 - Dec 2017

- Lining up the candidate for an Interview
- Joining formalities.
- Induction
- Notice Board Updation
- Checking daily Attendance of staff.
- Leave card updation
- Indenting for cafeteria
- Assisting for staff welfare activities.
- Accommodation Rounds

EDUCATIONAL HISTORY

M.B.A | Human Resources

CIMAT Coimbatore

| Jun 2015 - May 2017

Percentage - 65

B.B.A

Kuriakose Gregorious College, Kottayam

| Jun 2012 - May 2015

CGPA- 2.08

Higher Secondary | Commerce

S.K.M Higher Secondary School, Kottayam

| Jun 2010 - Mar 2012

Percentage - 60%

S.S.L.C

S.V.V.B High School, Kottayam

| Jun 2009 - Mar 2010

Percentage - 64.5%

DECLARATION

I hereby declare the above furnished information is true to the best of my knowledge.



Place: Kottayam, India.

Vineeth Viswanath V