

AMBILY T J

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OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding at a reputed organization so as to take responsibility and contribute significantly.

SKILLS

- Leadership skill
- Communication skill
- Quick learner
- Ability to work in teams
- Capable of organizing, controlling and coordinating.
- Presentation skill
- Adaptable and self-motivated.

WORK EXPERIENCE

HR Executive - ABAD fisheries Pvt ltd - 1 August 2016 – 8 July 2017

ABAD foods Pvt ltd is an exporting firm comes under the ABAD group of companies

- Prepare induction module for the company.
- Assisted in preparing performance appraisal form.
- Screening the candidates by conducting telephonic interviews
- Encouraging the employees to provide reference for better prospects.
- Communicating the employment status to the applied candidates.
- On joining the services, issuing appointment letter with brief working agreement.
- Giving a description on the policies, procedures and culture followed by the company.
- Filing relevant document of the new joiner as required

- Introducing him/her to the team and to the supervisor and manager, Explaining the mode of communication and whom to report to.
- Preparing payroll statement and address issues arise in relation with salary.
- Monitoring attendance of employees and rectify the errors if any.
- Punching enrollment, monitoring the punching of employees and cross checking with the overtime report.
- Issuing ID cards to the entire employees.
- Preparing various reports like joiners and resigner's report, HR cost report, deduction reports and the other reports as per need.
- Calculating the overtime and preparing overtime report.
- Completing the resignation formalities.
- Filing the disciplinary actions and termination letters.
- Arranging the bank account opening for the migrant workers.

Office Assistant, GULLS PROJECT – CMFRI, HEAD QUARTERS, COCHIN (Central Marine Fisheries Research Institute) 10th July 2017 – 31st December 2017

The project GULLS, 'Global learning for local solutions: Reducing vulnerability of marine-dependent coastal communities' is an international project within the Belmont Forum and G8 Research Councils. Participants include teams from nine countries: Australia, Brazil, India, Madagascar, Mozambique, New Zealand, South Africa, the United Kingdom and the United States of America.

- Preparing report on Human Resource Management for GULLS report.
- Prepare PPT's for different presentations.
- Data analysis.
- Drafting different letters.
- Preparing MPR.
- Field visit and data collection.

HR Executive - ABAD fisheries Pvt Ltd, 1 November 2019 – 3 December 2021

ABAD fisheries Pvt ltd is an exporting firm comes under the ABAD group of companies

- Give induction to the employees.
- Conduct productivity training programmes for productivity week 2019,2021 for the entire South Indian units.
- Prepare and arrange training on performance appraisal with the help of power point presentation.
- Update data bank of employees.
- Complete handling of the payroll of major units of Abad fisheries (Munambam, Vizhinjam, Malipuram and Head Office).
- Filing up of ESI and PF of the employees.
- Preparing the full and final settlement of employees.
- Listing of the retirement of employees and timely ensuring the retirement benefits issued to them on time.
- Coordinating the smooth functioning of unit under retrenchment / layoff.
- Coordinated smooth working of the department under the covid-19 lock down period and ensure timely completion of salary on time.
- Took training programme for managers on performance appraisal.
- Issue ID cards during joining.
- Make necessary arrangements for the time of promotions and salary increment.
- Making necessary changes in HRMS when needed like new designation, location, calendar year, holidays, leave etc.
- Prepare presentation on New Labour code and its relevance.
- Filing the disciplinary actions and termination letters.

HR Executive Tablez Food Company a part of LULU Group - 6 December 2021 till date

Tablez food company is a part of LULU INTERNATIONAL Group, Headed by Shafeena Yusuff Ali, D/O M A Yusuff Ali. Having business diversities in the area of Retail, Food and Beverages.

- Recruitment - screening resumes, Coordinating the interview, arranging the interview meetings, updating the interview status.

- Preparing and issuing the Appointment letters.
- Coordinating and completing the entire joining formalities.
- Arranging the induction programme and work schedule.
- ESI, PF, LWF, PT entire coordination.
- Taking exit interview and arranging smooth exit clearance.
- Arranging Employee engagement activities. Training and development
- HR Desk management.

Education

- **MBA (HR and Fisheries Business Management)**
6.41/10 (KUFOS)2016
- **Bachelor of Science (zoology) B+ (3.07/4)**
The Cochin College (MG university) 2014
- **Higher secondary(VHSE-MLT (Medical Laboratory Technician)) 81.75%**
S.D.P.Y.G.V.H.S.S (2011)
- **Secondary, 73%**
C.B.S.E Jnanodayam public school (2009)

Activities and Achievements

- Participated in YES+ (Youth Empowerment) program.
- Completed Environmental Master Trainer program conducted by Corporation of Cochin and eligible to serve as Environmental Master Trainer.
- Committee member of WAVES 2K 15 the management fest conducted by KUFOS.
- Participated in seminar on budget discussion by Narendra Jadhav in CUSAT.
- Participated in many other seminars and workshops.
- District level quiz competition winner in connection with the wild life week celebrations 2013 conducted by Government of Kerala Forest and Wild Life Department.
- Participated in International day for Biological Diversity Celebration conducted by Kerala State Biodiversity Board at Ernakulam District.

- Best student in VHSE in 2009 and 2010.
- Won many prizes in schools and colleges arts and sports festivals.

Personal Profile

Name : AMBILY T J
Father : JAIN T R
Sex : Female
Date of Birth : 24/04/1993
Marital status : Married
Language Proficiency : English, Malayalam.
Nationality : Indian
Hobbies : Dancing, cooking

Reference

Available on request

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: KOCHI

AMBILY T J

Date :