



RESUME

CAREER OBJECTIVE

To begin an executive position in Human Resource Department and gain experience in the field.

EXPERIENCE

- HR Executive – Monsun Foods Pvt Ltd
(October 2020 - Present)
- HR Assistant – Bismi Home Appliances LLP (Bismi Group)
(July 2017 – September 2020)
- Finance Coordinator -Bussan Auto Finance India PvtLtd
(May 2015 – December 2015)

KEY RESPONSIBILITIES

- Joining formalities of new employees.
- Preparation of payroll, wages and incentives.
- Payment of salary through Wage Protection System (WPS).
- Statutory Management – PF and ESIC.
- Attendance and leave management.
- Updating and maintaining statutory HR records and employee database.
- Familiar with HRMS software.
- Assist in Labour Registration, Renewal, Inspection, etc.
- Employee communication and grievance handling.
- Preparation of social audit reports.
- Conducting employee training programs.
- Employee safety, welfare, wellness and health.
- Full and final settlement of employees.

ACADAMIC QUALIFICATIONS

- M.B.A (H.R.M) Annamalai University 2017
- B.B.A M.G University 2015
- 12th C.B.S.E 2012
- 10th C.B.S.E 2010

JOEL JEN JOHNS

Konnoth House
Santhome Mundamveli P.O
Cochin – 682 507.

Mobile:9746962368

Email :joeljenjohns5@gmail.com

Personal Information

Father's Name : George Vol Jenson

Date Of Birth : 27-10-1994

Religion : Christian

Caste : Latin Catholic

Sex : Male

Nationality : Indian

Marital Status : Single

Languages Known

English, Malayalam & Hindi

Reference

Sumith S
Manager – HR
Monsun Foods Pvt Ltd
Mob : 9495456887

Joseph T.M
General Manager - HR
Bismi Group
Mob: 9562888894

TECHNICAL SKILLS

- Basics of MS office (Word, Excel)
- SAP Business One.

PERSONAL SKILLS

- Able to work independently and as a co-operative member of a team to achieve goals.
- Able to manage multiple tasks under stipulated deadlines.
- Good interpersonal skills and ability to work under pressure.

DECLARATION

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

Place : Cochin

Date :

JOEL JEN JOHNS