

INDULEKHA

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SKILLS

Communication skills.
Decision-making skills.
Training and developmental skills.
Organizational skills.
LEADERSHIP SKILLS

EXPERIENCE

HR MANAGER | Qaptive Technologies Pvt Ltd |
08th April 2019 to till date

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- End to end payroll processing
- Design, improve and implement HR operations processes
- Knowledge and hands-on experience in Calculation and processing of PF, ESIC, LWF, TDS, and Professional Tax
- Vendor management
- Handles investigation and resolution of employee issues, concerns and conflicts
- Handles discipline and termination of employees in accordance with company policy.
- Performs other duties as assigned.
- Plan and oversee company's employee benefits plans
- Mediate any disputes between employees
- Meet with department heads to discuss staffing and training requirements

OBJECTIVE

Energetic human resources specialist with good experience in airline, it, hotel and hospital industries. Seeking a challenging career with a reputable organization.

EDUCATION

- MBA in International Business (2016-2018)
- Certificate in German (2018)
- Masters in Human Resource Management (2012 -2014)
- BA in Malayalam (2009-2011)
- Professional Diploma in Animation Visual Effects & Multimedia (2009)
- Plus Two (2004)
- SSLC (2002)

- Supervise HR specialists and other employees
- Created new operational policies for all Hotel Staffs
- Coordinate accommodation, catering and transport for our staff when necessary
- Schedule trainings for all hotel employees (for example, customer service skills training)
- Act as the point of contact when employees have queries or job-related issues
- Ensure hotel staff complies with relevant health and safety regulations

HR/ PROJECT COORDINATOR | SQUAD TECHNOLOGIES PVT LTD | 03rd Feb 2014 to 01st April 2019

- Managing the recruitment life-cycle
- Carrying out induction / orientation program to the new recruits
- Updating all new staff details in HRMS
- Salary Processing
- Leave Management
- Client Coordination

HR EXECUTIVE | AIR INDIA SATS | 03rd August 2009 to 31st January 2014

- Assisting with day-to-day operations of the HR functions and duties
- Compile and update employee records (hard and soft copies)
- Scheduled, coordinated and conducted interviews of job applicants
- Arranged orientations for new on-board employees
- Prepared offer, regret and acknowledgment letters
- Maintained attendance record of different departments
- Managed recruitment events
- Review employees' timecards and import them into payroll systems
- Print, sort and distribute payroll checks to each department head
- Process special payroll amounts such as overtime hours, annual bonuses and year-end adjustments

PERSONAL DETAILS



Date of Birth

15th April, 1987

Sex

Female

Nationality

Indian

Languages Known

Malayalam, English, Hindi and Tamil

Address

Kovilakathu House, Othara West PO, Thiruvalla, Pathanamthitta, 689551

Father Name

N K Raveendran

Mother Name

K R Omana

Marital Status

Married

Declaration:

I do hereby confirm that the information furnished is true to the best of my knowledge and belief.

Place: Cochin

INDULEKHA

Date: