

CURRICULUM VITAE

NIKHIL D M

Devaswamparambil (H)
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OBJECTIVE

Seeking a challenging career which encourages learning, provides an exposure to new ideas and stimulates personal and professional growth.

ACADEMIC QUALIFICATION

- Completed MBA in HR & Marketing under Kerala university in the year (2017-2019)
- Completed BHM at S.N.G.M, Cherthala, Alappuzha (2011 -2015)
- Plus Two at LEO 13th HSS , Alappuzha (2009-2011)
- 10th from M.I.H.S, Poomkavu,Alappuzha

KEY QUALITIES

- Teamwork / Communication

My work experience and interpersonal relationship with clients have enabled me to develop strong communication skills and ability to function effectively in a team.

- Problem Solving

I have the ability to understand and analyze both simple and complicated issues and perceive their wider impact on the present environment. Innovation and creativity in problem solving is also my chief asset.

- Adaptability

Adaptable to different working conditions and new challenges.

WORK EXPERIENCE

- Working in **MUTHOOT GROUP OF COMPANIES** ,Xandari Pearl International as **HR EXECUTIVE** from March-2022 to till the date.
- Started a own new business **DUDU CAKES™** {cake shop} at Alappuzha,kerala(India) on December 2020. Website: www.duducakes.com
- Worked in **ALLEPPEY PARCEL SERVICE LLP (APS CARGO COMPANY)** as **HR EXECUTIVE** from 27.01.2020 to 28.01.2022.
40+ YEARS EXPERIENCED COMPANY
Our sub companies,
DAILY EXPRESS LLP
MARSHAL CARGO
PS CARGO
WEBSITE : WWW.APSCARGO.COM

JOB ROLES

Payroll

Computation of salaries for employees. Computation of Increments / Incentives Computation of Shift allowance.

Taking care of the statutory requirement of ESI, PF, PT and Mediclaims etc.

Ensuring that the salaries of the employees are credited in their account in time.

Employee Relationship Management

Grievance handling, negotiation, Employee Salary queries. Handling employee queries related to medical/personal insurance, EPF, ESIC, ID Cards, Leave Status and other employee welfare.

Induction

Conducting the joining formalities of the Associates at different client venues such as completing all the documentation processes like opening corporate salary accounts, filling ESI forms, PF forms, Mediclaims etc.

Issuing the offer letters and conveying the terms and conditions of the contract.

Recruitment

Sourcing the candidates from different sources.

Conducting campus interviews

Performance Management

Implemented Different Rating Scale methods for above 300 employees. Doing Performance Appraisals for every 6 months.

Personal Files

Maintenance of personal files for more than 400+ employees

Maintenance of Employee educational documents, performance records and disciplinary history.

MIS Preparation

Preparing weekly and monthly MIS

Preparing various kinds of Reports like absenteeism, leave and late coming reports etc.

Preparing compliance reports.

Statutory Requirements.

Maintenance of PF registers and PF accounts numbers.

Filing of Various PF forms, challan and returns.

Maintenance of ESI registers and ESI cards.

Filing of Various ESI declarations, challan and returns.

Filing of Various PF forms, challan and returns.

Liasoning with various officials in department of PF, ESI, Labor office, Submission of PT.

Maintenance of various registers under different Act.

Time Office

Maintenance of attendance through computerized (Punching card system) and manual systems.

Maintenance and monitoring the leave system.

Maintenance of OT registers.

Employee code allotment.

Planning and altering shift schedules.

Generating reports like late-coming, absenteeism etc.

- Worked in **KOLLAMSUPREME Pvt.Ltd** as **HR ASSISTANT** (part-time) from 01.02.2020 to 31.08.2020.
- Successfully presented a project on “A STUDY ON EMPLOYEES ATTITUDE TOWARDS PERFORMANCE APPRAISAL SYSTEM IN **KELTRON CONTROLS LTD**”at Aroor,Alappuzha.
- Internship done in **HR** at **HIMALAYA BAKE AND CONFECTIONERS Pvt.Ltd.**

- Have done 4 months (120days) of Industrial Exposure Training at **AVENUE REGENT** in Front Office and Housekeeping department from 3rd May 2013 to 5th September 2013.
- Industrial Training done at **MARRIOTT**,Kochi(8.5.2015 to 26.6.2015).

JOB PROFILE

- Interaction with Customers.
- Co-ordinate with all staff.

LANGUAGES KNOWN

- English
- Malayalam
- Tamil

HOBBIES

- Indoor as well as outdoor sports.
- Social Networking.
- Watching movies.
- Reading books on Automobiles.

INTERESTS

- Passion for music.
- Enjoy traveling.

STRENGTHS

- Hardworking
- Positive

PASSPORT DETAILS

Passport no : N4761197
Place of issue : Cochin
Date of Expiry. : 25/11/25

PERSONAL DETAILS

Name : Nikhil D M
Father's Name : Mohan Kumar D N
Mother's Name : Sulaja Mohan
Date of Birth : 20th May 1993
Nationality : Indian
Sex : Male
Marital Status : Single
Religion : Hindu

DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge and belief. I am confident that, with my excellent analytical skills and entrepreneurial drive, I would be able to contribute significantly.

NIKHIL D M