**SHERIN THOMAS**

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**Passport Number**: T5015443

# CAREER OBJECTIVE:

Seeking responsibility and challenging opportunity that would utilize and encourage my abilities through dedicated hard work and resources of the company to achieve combined growth**.**

# PROFESSIONAL SUMMARY:

I am experienced in payroll, statutory and general HR activities. I am good in

PF and ESI processing and monthly computation. I am expertise in end to end payroll processing and monthly payroll preparation. I am also familiar with labour laws and maintaining the registers. I very much enthusiastic to learn and study the new updation in general HR activities.

# WORK EXPERIENCE:

# Currently Employed with Novelty Clothing Pvt Ltd. as Executive-HR&ADMIN from July 2021

# Worked with MUTHOOTTU MINI FINANCERS Ltd. as Executive-HR from october 2019 to October2020

* Worked with **GREENADS GLOBAL PVT LTD** as **TECHNICAL SUPPORT EXECUTIVE** from March 2017 to October 2019

**WORK PROFILE**

1. **Payroll Processing Monthly**

* Employee salary details updation
* Monthly attendance updation
* Monthly deduction like penality,Pending for previous salary,PF,ESI,LOP,TDS updation
* Monthly addition like incentive, Bonus updation for payroll
* Monthly payroll report generation and forward for verification
* Provide pay slip to employees and clarify if any doubt

1. **PF Processing**

* Generating and Updation of UAN Number
* Preparing Monthly PF report from payroll
* PF monthly challan generation and payment through Unified portal
* Provide guideline to employee in their UAN portal updation and online service

1. **ESI Processing**

* Generating ESI IP number
* Preparing monthly ESI Report from payroll sheet
* Monthly esi Challan generation and payment through ESI portal with various username and password
* Updating employee details in the ESI IP portal
* Providing E-Pehchan card and 7B form to employees
* Helping employees to avail ESI benefit

1. **Attendance and leave management**

* Tracking daily attendance
* Approving employees leave
* Employees queries rectification related attendance and leave

1. **Full and Final settlement**

* Getting clearance from all department
* Settle dues after considering department clearance
* Providing reliving letter as per policy

1. **Employee Performance Appraisal**

* Employee performance capturing through the quarterly performance with the target provided to them.
* Providing KPI score to the employees
* Based on the KPI score provide the confirmation letter
* If the performance is not up to the level provide the confirmation extension

1. **Employee motivation and welfare activities**

* Festival celebrations like Onam,Christmas,New year
* Monthly welfare sessions
* Employee motivation workshop
* Conducting induction Program to the employees

1. **Labour Registration**

* Yearly labour registration certificate renewal and updation
* Yearly holiday updation to the labour department.
* Registers maintains and updation for labour department, Such as holiday register, Employee service record etc.
* Clearing and updating the queries from the labour department after inspection.

1. **Recruitment**

* Candidate Profile searching
* Job publishing the various job portal like naukari,indeed etc
* Schedule the interview
* Collecting joining documents
* On boarding for selected candidate
* Preparing and issuing offer letter, appointment letter to employees

1. **Filing**

* Employees personal file keeping and maintain
* Updating employees letters in the personal file

**11.Administration Work**

* Handling Bills(Mobile,Water,Electrictiy)
* Assist MD’s desk

# Skills and competencies

* Adaptable to the sophisticated global changes.
* Strong interpersonal and communication skills.
* Possess the passion and the willingness to learn
* Flexible and adaptable to manage several task.

# IT SKILLS

* Knowledge in Windows and Linux OS
* Knowledge in MS Office Products
* Familiar with HTML,SQL Database queries,Asp.net,Java,C,C++,PHP,SQL, JavaScript, jQuery, Ajax, Code Igniter

# PROFESSIONAL CERTIFICATIONS:

* Certified in **Digital Marketing** from Digital Pro School with Specialization in Search Engine Optimization (SEO), Search Engine Marketing (SEM) and Social Media Marketing

# ACADEMIC QUALIFICATIONS:

* + **MBA** master degree (Human Resource) from Bharathiar University, In the year 2019.
  + **BCA** degree from Kannur University, In the year 2016.
  + **HSC** from Board of Higher Secondary Examination, Kerala in 2013
  + **SSLC** from Board of Public Examinations, Kerala in 2011

# PERSONAL DETAILS:

Father’s Name : Thomas C C

Date of Birth : 6th Nov 1995 Gender : Female

Nationality : Indian

Languages known : Malayalam, English, Tamil

Other interests : Travelling, Net Surfing, Listening Music

# DECLARATION:

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

Place: Kottayam Sherin Thomas

Date: