

# CELINA CHACKO

A business-savvy management professional with exposure to volatile market strategies, team building, recruitment, strategic planning, performance management, grievance redressal, wage administration, and training and development.



## Career Objective

Aspiring for challenging assignments in Human Resource Management with an organization nurturing a collegial environment conducive to professional and personal growth.

## Professional Experience


Nov 2013 – June 2020


**Texport Industries Pvt Ltd, Trivandrum, Kerala**  
HR Executive


### Duties & Responsibilities

- Liaison between management and employees.
- Implementing the organization's recruitment strategy.
- Coordinating with colleges, institutes, panchayath, and various Govt agencies for candidate sourcing.
- Employee on-boarding and orientation.
- Preparing or updating employment records relating to hiring or promotion.
- Monitoring attendance and measuring employee retention.
- Performance management.
- Implementing human resource policies, procedures, laws and standards.
- Conducting training sessions and coordinate learning and development initiatives to new and existing employees and administering in-plant training and on-the-job training programs and evaluating the effectiveness of training programs.
- Receives and coordinates requests for leaves and other absences.
- Handling ESIC & PF.
- Administrative support.
- Gathering of payroll input data and support in payroll processing every pay period.
- Hands on experience on HRMS software-seamless and attendance management software Time Trex.
- Honors confidentiality of employee pay records.
- Answering to queries regarding wages, deductions, attendance and time records.
- Distribution of wages through issue of payslips and opening of bank accounts,
- Handling welfare activities.
- Grievance redressal.
- Maintain and chair different committees' like Grievance committee, ICC, Health & Safety Committee, canteen committee and work committee.
- Organizing community initiative programs and overseeing engagement programs and other employee relations work.

## Contact

 (+91) 8943749121

 celin.chac@gmail.com

 Address for correspondence:

- Chirathalattu House,  
P.O. Velimanam,  
Valayamcode,  
Via (Iritty), Kannur Dst

Permanent Address:

- Katte House, Shirady  
P.O., Puttur Taluk,  
Dakshina Kannada,  
Karnataka

DOB : 17-11-1974

## Languages Known

English, Hindi, Malayalam,  
Tamil

## Areas of Expertise

- Talent Acquisition
- HR administration
- Performance Management
- Training & Development
- Grievance Redressal
- Counselling

## Additional Skills

Analytical Thinking  
Problem Solving  
Team Leadership & Presenter  
Tolerant & Flexible  
Organization & Prioritization  
Problem Solving  
Negotiator  
Tolerant & Flexible  
Strong Communication  
Multiple-Task handling

**2004-2006 & 2009-2011** ENTER Technologies Pvt Ltd, Technopark,  
Trivandrum, Kerala

*Designation*

*Sub Editor*

*Duties & Responsibilities*

- Transcribing, reviewing, editing, and proof reading of the translated medical files (by the healthcare documentation specialist of various US & UK hospitals) for clarity, consistency, and proper medical terminology.

**2006-2008**

**WOTEK, Jebel Ali FZE, DXB**

*Designation*

*Secretary*

*Duties & Responsibilities*

- Coordinate teamwork and keep documentation.
- Answer client request, handle complaints, and provide support from sales to after sales stage.
- Handling correspondence.
- Organizing and servicing meetings.
- Preparation of quotations.
- Ensure accurate and timely processing of orders.
- Suggest improvements as to the working process.
- Customer relationship management.
- Tracking sales lead and customer orders.
- Interdepartmental Coordination.
- Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is up-to-date.
- Follow up on invoices

### *Education*

**Pondicherry University, DDE**

*Master in Business Administration (Human Resource Management)*

**Madras University**

*Master in Computer Applications*

**Calicut University**

*BSc Chemistry*

*Relevant Coursework:* Projects handled as a part of the curriculum

- Quality of Work Life - ARS Traffic & Transport Technology - Technopark, Trivandrum
- Integrated Material Management System - Cochin Shipyard Limited

### *Technical Skills*

- Typing
- MS Office - MS Word, MS Excel, - Powerpoint, Outlook
- Seamless
- Time Trex

### *Certifications*

- Certified Payroll Specialist
- Workshop on POSH Act-NIPM
- National workshop on Qualitative Research Data Analysis-N-VIVO package-Christ University
- National Seminar on Global Warming & Climate Change-Christ University & Department of Environment & Climate Change.
- Certificate of Excellence on PCS -Tandem Institute.

### *Awards & Honors*

- NCC B& C certification
- Winner in District and inter-college meet (Fine Arts Festival)

### *Extracurricular Activities:*

Gardening, Traveling.

*Driving License* : Yes

*Passport* : Yes

### *Declaration:*

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that in the event of my information being false or incorrect at any stage, my candidature / appointment shall be liable to cancellation/termination without notice or any compensation in lieu thereof.

Place: Trivandrum

Date: 04/03/2022

**CELINA CHACKO**