



NEETHU.C

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CAREER OBJECTIVE

To seek a position to utilize my skills and abilities that offers security and professional growth while being resourceful, innovative and flexible.

EDUCATION

Year	Degree/Diploma	School/College	Board / University
2018	MBA	MSN Institute of management and technology	Kerala university
2016	BBA	TKM,Kollam	MG university
2013	HSE	CV.K.M H.S.S East kallada	Higher secondary board of Kerala.
2011	SSLC	G H S S Anchalumood	State Board of Kerala.

WORKEXPERIENCE

- *April 2020– July 2021*
HR Executive – Recruitment (Team leader)
Core Intertech Services pvt Ltd, Kochi

Duties and Responsibilities

- ❖ *Can lead the team to work on end-to-end recruitment process in any industry.*
- ❖ *Project handling for domestic recruitment process with clients.*
- ❖ *Possessing the ability to convenience the candidates and coordinating with agents to get candidate database.*
- ❖ *Can do Job posting, sourcing, screening, shortlisting, staffing for complete deputation for both domestic & International.*
- ❖ *Scheduling Skype interview, CV Selection then getting offer letters & proceeding with visa process for deputing.*
- ❖ *Can handle team and allocate work and reporting their daily work.*
- ❖ *Specialized in Non – IT Recruitment for Gulf Countries.*

- ❖ *Handling Overseas Recruitment through Portal Sourcing, Third Party Associates*
- ❖ *Portal used (Monster, Indeed)*
- ❖ *Categories worked: From Labor to Manager (Blue Collar to White collar all categories)*
- ❖ *Industries worked: Oil& Gas, Manufacturing, FMCG, Hotel Industry, Automobile, Const ruction and Marine/Shipyard Industry.*
- ❖ *Countries hired for: UAE,QATAR & Bahrain*
- ❖ *Screening, short listing & scheduling interviews with candidates for selection process.*
- ❖ *Follow-ups with the candidates.*
- ❖ *Prepare day today reports.*

- *August 2021– Till Now*

HR Executive

TORRY HARRIS SEAFOODS PVT LTD

ERAMALLOOR,CHERTHALA

Duties and Responsibilities

- ❖ Attend all internal and external HR related queries
- ❖ Maintain employee records in specified format and update their personal information
- ❖ Perform new employee's joining formalities, Conduct exit formalities and Full and final settlement procedures
- ❖ Verification of vendor bills and effective monitoring of vendor payments on time
- ❖ Assist in all recruitment process by identifying right candidates by using effective medium like social media, placement agencies, etc
- ❖ Payroll processing of all category employees – On roll employees, contract, weekly wages, daily wages category
- ❖ Perform compliance activities such as esi, epf monthly requirements, labor welfare fund profession tax filing etc
- ❖ Inventory management of all category employee's uniforms and stationeries
- ❖ Prepare Notices and Circulars
- ❖ Prepare and submission of accident reports and related documents to be submitted before ESI on occurrence of employee accidents during the course of employment
- ❖ Organize staff welfare activities
- ❖ Arrange employee get-together
- ❖ Leave management – Leave calculation, distribution of leave books, prepare and update leave register, verification of leave forms and its filing, esi leave verification and filing, leave encashment etc
- ❖ Prepare and process monthly incentives, allowance and other extra employee's payments
- ❖ Protect computers and all IT peripherals by way of effective co-ordination with IT support team. Timely renewal of annual maintenance contracts.
- ❖ Renewal of Panchayath License, Factory License etc
- ❖ Prepare and process festival advance, salary advance, bonus advance, etc
- ❖ Prepare gratuity liability of all category employees and Perform bonus workings

- ❖ Disciplinary actions- As per instruction, prepare show cause notices, memos and collect witness affidavits

STRENGTH

- ❖ *Result oriented and keenly interested in learning new things.*
- ❖ *Optimistic and Ability to work under pressure.*
- ❖ *Self-motivating with optimistic attitude.*
- ❖ *Good Listening and communication*

AREA OF INTEREST

- ❖ *Human resources management*
- ❖ *Recruitment*
- ❖ *Finance*

PERSONAL DETAILS

Date of Birth : June-13-1996
Father's name : Harikumar
Gender : Female
Nationality : Indian
Passport No : V2854613
Marital Status : Married
Language Proficiency : English, Tamil and Malayalam
Communication address : Vattachira, Thuravoor PO Cherthala , Pin: 688532

DECLARATION

I present my resume as the first step in exploring the possibilities of the employment with your organization. I also declare that all the above information is true to the best of my knowledge.

Date: 11.04.2022

Place: Cherthala

Signature

Neethu C