
Ebu John Henry

Kottayam - Kerala, India 686002

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Summary

Seven years' experience HR Professional. Acquiring in-depth knowledge of executing employee onboarding separation process, recruitment process and general HR processes by gaining hands of experience. Highly skilled in improving internal communication. Keen to be part of reputed organization which offers a challenging role to apply my existing skills.

Experience

02/2015 - Current **Paragon Polymer Products Pvt Ltd** – Kottayam, Kerala, India
Executive – HR

The Paragon Group of Companies is considered No.1 in the organized rubber footwear sector in India. Today, Paragon's total production capacity (in-house) is 400,000 pairs a day. Apart from in-house production, Paragon has also outsourced production of footwear in Bangalore, Hyderabad, Kottayam, Kolkata and other parts of the country. The total sales is approximated to 14,00,00,000 pairs each year.

- Maintain effective working relationships with recruitment agencies
- Conduct interviews and coordinate the selection process
- Monitor probationary periods and informing the superiors in conducting yearly appraisals
- Hiring and onboarding of employees & Salary Packaging
- Offer letter and contract generation
- Coordination of the onboarding process for joiners
- Handle Mediclaim addition/deletion/renewal
- Handle employee grievances and Exit Interviews
- Gratuity/PF calculations of employees
- Leaves and attendance management
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work related problems
- Liaison with various Govt Bodies
- Administering disciplinary procedures
- Exit-interviews
- Coordinate in work activities of colleagues relating to employment, compensation, labour relations and employee relations

Skills

- 7 Years of SAP Proficiency
- Payroll Handling
- Compensation & Benefits
- MS Office Proficient
- New Employee Orientation
- Employee Recruitment - Salary & Negotiations
- Personable & Friendly
- Hiring and Training
- Programme Management

Education

- 2012 **Mahtama Gandhi University** – Kerala
Bachelor of Business Administration: HR
- 2012 **LBS Centre for Science and Technology** – Kerala
Data Entry and Office Automation: Office Automation
- 2009 **Girideepam Bethany English Higher Secondary School** – Kerala
Certificate of Higher Education: Commerce

Personal Information

- D.O.B - 25.12.1990
- Nationality - Indian
- Marital Status - Married
- Spouse Name - Neenu Lukose (MSW in Medical & Psychiatry)
- Child - Johan John Henry
- Father's Name - Henry John (Retd Bank Manager - State Bank of India)
- Mother's Name - Elsamma Henry
- Valid Indian Driving License (2&4)
- Blood Group – O+
- Passport – P7470065
- Religion/Caste – Christian/Latin Catholic

Additional Information

- Nationality - Indian
- Languages Known - English, Malayalam, Hindi, Tamil

References Available on Request