

**BEJI JOSEPH**

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E-MAIL: [bejijoseph87@gmail.com](mailto:bejijoseph87@gmail.com)**OBJECTIVE: -**

To be able to work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

**QUALIFICATIONS: -****1 Educational: -**

- ❖ MBA from Bharathiyar University - 2013
- ❖ BTHM from Calicut University - 2010
- ❖ HSE From Board of Higher Secondary Education, Kerala - 2007
- ❖ SSLC (Govt. of Kerala Board of Examination) – 2005

**2 Computer Proficiencies: -**

- ❖ Winhms
- ❖ MS Excel, Word & PowerPoint
- ❖ Hot Soft
- ❖ Job Portals
  - Jobsoid, Naukri, Shine, LinkedIn & other Social Medias.

**Project: -**

A study on Quality of work Life of Employees of Kerala Electrical and Allied Engineering Company L TD-Cochin

## WORK EXPERIENCE

- Have Experience in Beaumonde The Fern an Ecotel Hotel-Kochi from 05<sup>th</sup> May 2014 to 30<sup>th</sup> June 2015 as HR Executive. (Transfer to Tirupur)  
Have Experience in JGs The Fern Hotel-Tirupur as HR Executive from 14<sup>th</sup> August 2015 to 16<sup>th</sup> August 2016 (**Pre-Opening**).
- Have 6 Months Experience in Starlit Suites -Kochi as HR Executive From 18<sup>th</sup> August 2016 to 1<sup>st</sup> February 2017.
- Have Experience in Flamingo Inn -Trivandrum as Asst.HR Manager from 05<sup>th</sup> March 2017 to July 30<sup>th</sup>, 2018.
- Have Experience in VKL Leisure Inn Kochi Unit of Staywell Hospitality from August 06<sup>th</sup> 2018 to 05<sup>th</sup> June 2020 as HR Manager (**Pre-Opening**).
- Have Experience in Hexanet Infra Solutions Pvt Ltd – Kochi (Vendor Partner of Vi) as HR Manager from 10<sup>th</sup> July 2020 to 25<sup>th</sup> September 2021.
- Presently working in Oberon Edifices and Estate Private Limited & Flora Hospitality as Group HR Manager at Kochi from 01<sup>st</sup> January 2022 to till date.

## **CORE COMPETENCIES**

- HR Operations / HR Generalist
- HRIS Management
- Joining Formalities (On Boarding)
- Payroll Management
- Leave Management
- Exit Formalities (F&F)
- Statutory Compliances
- Attendance Management
- Recruitment & Sourcing

## Skill acquired whilst studying

- Organized and able to deal with multiple workloads at the same time
- Ability to deal with large quantities of employee data.
- Accurately and promptly processing documentation.
- Liaising with legal departments, bank and auditors.
- Recording all employee details on a daily basis.

## Other Skill: -

- Good communication skills
- Capability to work under pressure
- Easily handle multiple tasks simultaneous.
- Good Computer skills

## **PROFESSIONAL EXPOSURE**

### **Recruitment, Selection Process:**

- ✓ Sourcing, Screening, Short listing of Profiles from Job Portals (Naukri, LinkedIn & Shine), Scheduling Interviews, Conducting Preliminary rounds, Scheduling Technical interviews with Clients.
- ✓ Collecting Feedback from Clients Panel Members, Finalizing the Positions with HOD's, Salary Negotiations and take approvals from the top-level management.

- ✓ Interview finalization and to keep a track on selected candidates with joining date and updating to the management.

### **Induction & Orientation / On-boarding / Probationary/Confirmation of employees:**

- ✓ Briefing the new joiners about company policies and procedures, leave policies, Ensuring the completion of joining formalities (Issue Offer Letter / Appointment Letter, collection of required documents from new joiner) and verifying of documents
- ✓ Updating the complete details of the new joiners in HRIS & Master Database, Co-ordination with Technical Team for official Email ID Creation, Maintaining employee personal data files
- ✓ Preparations of appraisal note and send it to Team managers in advance, Preparation of extension/confirmation letter in advance and get it signed from the signatory authority, Issuance of Extension/confirmation letters to employees.

### **Payroll Management:**

- ✓ Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Pay slips and forwarding them to employees.
- ✓ Manage regular preparation of relevant MIS reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.)
- ✓ Manage employee queries with regard to their deductions, settlements and supporting their requirements.

### **Statutory Compliances:**

- ✓ Strict adherence and compliances with the provisions of various Labor legislations (Shops Act & CLRA Act, EPF, ESI, WELFARE, PT etc.,) Registrations & Renewals etc...
- ✓ P.F, E.S.I., P.T, WELFARE Calculations, Remittances, Filings - i.e., - Payment Challans, Monthly/Half Yearly/Annual Returns & PF transfer / Settlement, Handling of inspection & internal, External Audits, Statutory Audits (CLRA)etc.

### **HRIS Management:**

- ✓ Maintaining & updating Employee's Database & personal records, Verify & Process record data of each employee for Medi claim, and Insurance details.
- ✓ Updating & promoting the Company Policies & Procedures through HRIS System check for timely updating of Time Management & Leave Management in the System.

### **Full &Final settlement and Exit process:**

- ✓ Conducting exit interview process for resigned, quite/terminates employees, Co- Coordinating for clearance with department.
- ✓ Smooth exit and issuing experience certificate and relieving letter, Coordinate & manage the full & final settlement with the help of finance division and sending circular to other department at the time of relieving of an employee.

**General Administration**

- ✓ Issue of Identity Cards, Asset Management, Arranging of Visiting cards, Letter heads, Stationary procurement & distribution to the employees etc.

**Registrations & Renewals:**

- ✓ State Labour License, Contract Labour Regulation and Abolition License, Trade License, Welfare Registrations, PF& ESI Registrations, MSME Registrations etc.

**AREA OF INTREST: -**

- HR & Administration
- Purchase & Stores

**LANGUAGE KNOWN: -** English, Tamil and Malayalam**PERSONAL DETAILS: -**

Name	BEJI JOSEPH
Father Name	V P Joseph
Date of birth	5 <sup>th</sup> November 1987
Nationality	Indian
Religion	Christian
Marital Status	Married
Permanent Address	Veluthedath Parampil (H) Palunda, Chungathara (PO) Malappuram (Dist.) Kerala – 679334 India

I hereby declare that all statements mentioned in above are true, complete and correct to the best of my knowledge and belief.

Place: Palunda

**BEJI JOSEPH**Date: 09<sup>th</sup> May 2022