

CYRIL JOSEPH

PERUMAMKUNNEL (H)

CHETTUTHODU (P.O)

VARIYANIKADU

KOTTAYAM,KERALA

INDIA

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CAREER OBJECTIVE

To contribute towards the growth and development of dynamic organization where opportunities to grow both personally and professionally are ample and where I can utilize my skills effectively & efficiently.

SKILLS AND COMPETENCIES.

- Adaptable to the sophisticated global changes.
- Strong interpersonal and communication skills.
- Emphasis on high quality work and job-completion.
- Building and maintaining lasting business relationships.
- Ability to adapt to tomorrow's changes.
- Possess the passion and the willingness to learn.
- Flexible and adaptable to manage several task.
- Positive, dedicated and dependable person who complements professional ethics.
- Open to the challenges of change and learning.
- Customer Satisfaction-committed.

ACADEMIC RECORD

Name of Examination	Institution	University /Board	Year
MBA -HR and Marketing	CMS College of Engineering	Anna University	2013
B.sc - Physics	ST.George College Aruvithura	MG University	2011
Plus two - Science	Govt. HSS Erattupetta	Kerala state HS board	2008
SSLC	LFHS Chemmamattom	Kerala state Board	2005

EXPERIENCE

- ❖ Currently employed with **Mar Sleeva Medicity, Palai** as **Assistant Manager - HR** from December 2020
- ❖ Worked with **Muthoottu Mini Financiers Ltd.** as **Assistant manager - HR** from December 2018
- ❖ Worked with **Kosamattam Group Pvt.Ltd** as **Assistant manager–HR** from December 2016.
- ❖ Worked with **Ceyenar Chemicals Pvt.Ltd.** As an Executive HR from 2014 to 2016.
- ❖ Worked with **First Source Solutions Pvt. Ltd.** as HR- Coordinator from 2013 to 2014

WORK PROFILE

- Responsible for pan India Payroll Operations.
- Wage protecting system (WPS) implementation and filing.
- Salary structuring for various pay scale and band
- Labour Law and statutory compliance.
- Labour Registration.
- Labour Grievance Redressal
- PF Processing
- ESI and Mediclaim Processing
- UAN Generation for PF
- PMRPY Processing for PF
- Chellan Preparation for PF , ESI and PT
- Professional Tax Processing and return
- TDS and Form 16 processing
- Recruitment and vacancy analysis.
- Training
- Workshop for employees regarding statutory benefits.
- HR software implementation and planning.
- Employee Motivation and Welfare Activities
- Performing Annual PMS exercise (Employee performance appraisal, Salary revision etc)
- Employee welfare activities

- Attendance Tracking and leave management.
- Induction
- Filing
- Administrative work
- Employee Grievance Redressal
- All the MIS preparation related to HR for analysis and budgeting.

IT SKILLS

- ✧ MS Office(MS Excel)
- ✧ ADP Tools
- ✧ SAP
- ✧ People Soft
- ✧ BEIZIZ
- ✧ Smart HR

CURRICULUM PROJECTS

- ✓ Organisation Study at Malanadu development Society, Parathodu
- ✓ Effectiveness of Training and development programme among the employees of Dhanyandhiry Ayurvedha vaidhyashala at Thodupuzha

LINGUISTIC ABILITIES

Languages	To Speak	To Read	To write	Mother tongue
Malayalam	Yes	Yes	Yes	Yes
English	Yes	Yes	Yes	
Hindi	Yes	Yes	Yes	
Tamil	Yes	Yes	Yes	

AREA OF INTEREST.

Developing, sharing knowledge in Human Resources.
 Labour Law and Statutory
 PF,ESI and Professional tax compliance
 Payroll Processing-Learning and sharing of knowledge.
 Hobbies:-Reading and travelling.

DECLARATION

I hereby declare that the above particulars given are true to the best of my knowledge and belief and a fair reflection of my ability.

CYRIL JOSEPH

References: Available upon request