



VITHU VIJAYAN

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PROFILE

Dedicated professional with 3+ year experience in human resource management operations. Looking to continue developing as a well rounded HR professional at growing organizations, where I can explore my potential and there by contribute to an organization effective and efficient.

CAREER

HR Executive 2019 to Present
DDRC SRL Diagnostics Ltd, Ernakulam, Kerala

- Manage all HR-related procedures for a 1500+ employee healthcare firm. Recruits, interviews and facilitates the hiring of qualified job applicants for open positions.*
- Collaborates with departmental managers to understand skills and competencies required for openings*
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits and leave*
- Disputes and investigations*
- Performance and Talent Management*
- Handles employment related inquiries from applicants, employees and supervisors, referring complex and/or sensitive matters to the appropriate staff*
- Maintains compliance with federal, state and local employment laws and regulations and recommended best practices, reviews policies and practices to maintain compliance*
- Prepare and provide all required employee data to HO*
- Performs other duties as assigned*

Co-ordinator 2012 to 2019
DDRC SRL Diagnostics Ltd, Ernakulam, Kerala

- Co-ordination of all the activities between the franchisees and HO*
- Managing all the issues and complaints of clients*
- Conduction of camps for Corporate tie-ups*
- Co-ordinating with the Pharma companies according to the tie up and Pre-employment medical checkups*
- Preparing all the data for the assigned activities*
- Conducting and preparing the minutes for the meetings*
- Assisting in quality control & Preparing documents for quality control*

Textiles own Business 2007 to 2011

EDUCATION

PG Diploma in Human Resource

2019-Present

SCDL, Pune

Master in Hospital Administration

Kerala University

Computer Operator & Programming Assistant Course

NCVT Govt. ITI

SKILLS

Communication

HR Functions

Teamwork

Employee relations

Capability to work under pressure

Multi-functional Exposure

Flexible

TECHNICAL SKILLS

Office Management

Expert in computer applications

Keyboard speed

Email Management

Operating system