



PROFILE

Manpower Planning & Recruitment, Identifying and selecting talent of varied skill sets through Advertisements, Jobsite, Consultancies, References, Walk-in, Head hunting, Scrutinizing

CONTACT

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ADDRESS

Avimoottil House
Pandippara P.O.
Idukki Dist.
Kerala, Pin 685609

EDUCATION QUALIFICATION

- ✓ MBA HR Marketing 2014
- ✓ BA Economics 2012
- ✓ PLUS TWO 2009
- ✓ SSLC 2007

PERSONAL INFORMATION

Gender: Female

Date Of Birth: 16/08/1992

Marital Status: Single

Nationality: Indian

Languages known:

Malayalam English, Hindi, Kannada

COMPUTER SKILLS

MS OFFICE, TALLY

BENCY JOSPEH

HR Executive

WORK EXPERIENCE

STIS GLOBAL INFOTECH SOLUTIONS

JOB PROFILE : Junior HR Executive

- Implementing HR policies and procedures and compliance matters.
- Managing in-house payroll function from end-to-end.
- Supervising less experienced members of the team.
- Determining a HR departments requirements.
- Writing up monthly reports for the senior managers of any issues of concern.
- Producing contracts and starter packs for new employees.
- Overseeing the employee benefits scheme.

WORK EXPERIENCE

- **2** years experience as Branch Manager, Manappuram Finance Limited.
- **3** years experience as a administrator in Sree narayana medical trust .
- **1** year experience as a HR genouralist at Foiwe info global solutions

SKILLS



DECLARATION

All information in this resume is right and truthful to the best of my knowledge and faith

Place: IDUKKI

BENCY JOSEPH