

Renjith VS
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Profile at a Glance

Hard working HR professional with over 10 years of experience and looking to start immediately in a competitive role. To evolve as an HR practitioner and develop my skills to contribute the growth of organization and professional achievement and utilize my skills and competencies to enrich the growth of organization and develop professionally. With having 10 years experience in HR and operations with strong interpersonal skills and analytical skills.

PROFESSIONAL EXPERIENCE:

Freelance IT HR services/recruitment

16th September 2013- Till Date

- Hiring IT technical recruitment
- Responsible for handling complete recruitment life cycle
- Develop action plans/recruiting strategies to identify qualified candidates through various job portals and networking websites, referrals, colleges etc
- Responsible for handling different types of IT requirements such as front end technologies like HTML, CSS, java script etc., back end technologies like PHP, .net, Python, Java, Oracle etc., Linux, Full stack developer.
- Provide staff to various consultancies, Optimhire and Squeaky Solutions technology Kakkanad.

Institution: BLITZ Academy Private Limited Kochi Ernakulum. Manager HR

Date: Since 09th May 2022- Till date

About the institution: Blitz Academy is one of the best educational institution working since 2011, in Cochin Kerala. Provide best training & government Certification in the field of Mechanical, Electrical, Civil and Quality Management Engineering. Blitz Academy provide training and certification in various fields and thus play a vital role in socio economic progress of the nation by producing high quality engineers. Please visit more www.blitzacademy.org for more information.

KEY RESPONSIBILITIES

- Recruitment , induction , selection of employees
- Managing absence, disciplinaries, grievances, sickness etc. Measure employee satisfaction and identify areas that require improvement
- Responsible for employee engagement programs, development initiatives and rewards & recognition frameworks
- HR operations (policy and process)
- Recruitment handling
- Identify the source for hiring.
- Knowledge of various labour laws. Expertise in liaisoning with government authorities for incenses of shops and establishment, factories and other local bodies.
- Handling of ESI PF LWF compliances
- Interview the candidate.
- Wages and salary administration, time office administration, maintaining of leave records.
- Participating in administrative staff meetings.
- Training and Development.
- Ensure legal compliance throughout human resource management.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Handling payroll and Drive retention programs, reviews competitive practice and pay levels to support unit's position
- Deliver additional assignment and projects assigned by the management.
- Proactively communicate policies and process to employees.

Institution: Believers Church Medical College Hospital Thiruvalla. HR /Operations

Date: (2016 December - 2022 April)

About the institution: Believers Church Medical College Hospital is a healthcare institution of Believers Church based in Thiruvalla, Kerala, India. The hospital is attached to a 500-bed, multi-specialty hospital and established in 2016. The BCMCH is affiliated to the Kerala University of Health Sciences (KUHS).BCMCH ensuring proper and systematic instruction, teaching, training and research in Modern Medicine, Homoeopathy and Indian Systems of Medicine including Ayurveda, Siddha, Yoga, Naturopathy, Unani and other allied sciences and also to have uniformity in the various academic programmes in medical and allied subjects in the State of Kerala. BCMCH is also accredited by the National Accreditation Board for Hospitals and Health Care Providers (NABH) please visit more www.bcmch.org for more information.

KEY RESPONSIBILITIES

HR responsibilities

- Recruitment handling
- Identify the source for hiring
- Interview the candidate
- Identify Leaves and Attendance Management
- Performance management and appraisal
- Coordinating Employee grievance

Operations responsibilities

- Manages and maintains daily health insurance operations in multiple service areas, including account installation, implementation, client support, contract administration, claim processing.
- Handles and settles complicated service issues which cannot be resolved by lower level staff.
- Monitors performance of each service area and reports to chief administrative officer (CAO)
- Manage talent recruitment and oversee employee training
- Oversee initiatives for performance and process improvement across the insurance operations team
- Ensure all government legal and regulatory documents are filed and monitor compliance with laws and regulations.
- coordinate and Undertakes regular reconciliations of accounts with the department of finance & IT
- Liaise with other departments on new ideas and changes to the system.
- Implement central government insurance policies and update in time to time.
- Provide awareness to the doctors and medical staffs, changes of central Government insurance policies rules and charges of surgery, lab tests, implants costs etc in time to time.
- Preventing or reducing the size of the hospital cost.
- Diminish the queries from government authorities and ensure the claim accuracy.
- Ensure money settlement to Hospital.

Company: Erigo Elevators, Cochin. Manager HR

Date: 2014 September -2016 September

About the company: ERIGO elevators is a small scale partnership firm situated in Cochin, Ernakulum. Established 2010. The company provide installation, services and maintenances of elevators across the Kerala. The company have well specialized technicians and 24 hrs hassle free services and using sophisticated equipment's ensure the security of the passengers.

KEY RESPONSIBILITIES

- Recruitment , induction , selection of employees
- Managing absence, disciplinaries, grievances, sickness etc. Measure employee satisfaction and identify areas that require improvement
- HR operations (policy and process)
- Recruitment handling
- Identify the source for hiring.
- Knowledge of various labour laws.
- Expertise in liaisoning with government authorities for incenses of shops and establishment, factories and other local bodies.
- Handling of ESI PF LWF compliances
- Interview the candidate.
- Wages and salary administration, time office administration, maintaining of leave records.
- Participating in administrative staff meetings.
- Training and Development.
- Ensure legal compliance throughout human resource management.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Handling payroll and Drive retention programs, reviews competitive practice and pay levels to support unit's position
- Deliver additional assignment and projects assigned by the management.
- Proactively communicate policies and process to employees.
- Manage employee relations activities and advise managers on employee issues
- Employee engagement
- Responsible for employee engagement programs, development initiatives and rewards & recognition frameworks
- Innovate, organize and drive employee welfare activities in the Firm.
- General administration and Conduct all compliance related activities
- Support the annual compensation activities ensuring consistent and fair decisions are made in the promotion, bonus and salary increase processes

Company: Erigo Elevators, Cochin. Senior Executive HR

Date: (2013 January- 2014 August)

KEY RESPONSIBILITIES:

- Obtaining/generating and maintaining the requisite statutory records relating to attendance, overtime and earnings of all workmen at the site.
- Identified the new sources of recruitment for skilled workers
- Designed a recruitment policy and aptitude test for different trades for effective recruitment
- Introduced post interview post interview feedback system to measure and continuously improve the interview experience of candidate with ERIGO elevators
- Arranging, maintaining and rendering medical first aid to workmen of the site, as and when need arises.
- Implementing all rules, procedures, directives etc. applicable under various statutes including those prescribed by the Management.
- Recruiting of workmen as per the selection procedure specified ,requirement as confirmed by Management, background clearance, skills test & confirmation

Company: Muthoot Commodities Cochin. Junior Executive Compliance**Date: (2012 September- 2013 January)****About the company:** Muthoot Commodities Limited is incorporated on 14 August, 2008. It is classified as a public limited company and is located in Ernakulam, Kerala.**KEY RESPONSIBILITIES:**

- Monitors all operational processes and procedures using a compliance management system to ensure that the company complies with all legal regulations and ethical standards.
- Manages information flow by researching, recording and analyzing data and information. With a regular flow of information and conducting compliance risk assessments, they ensure that the business runs smoothly.
- Trains and educates staff so that they are informed of any legal changes and updates to compliance guidelines.
- Acts as contact person and liaison between department heads and senior management.
- Conducts regular assessments to determine whether policies are compliant with the law.
- Implement and manage an effective legal compliance program.
- Develop and review company policies.
- Advise management on the company's compliance with laws and regulations through detailed reports.
- Create and manage effective action plans in response to audit discoveries and compliance violations.
- Regularly audit company procedures, practices, and documents to identify possible weaknesses or risks.
- Assess company operations to determine compliance risk.
- Ensure all employees are educated on the latest regulations and processes.
- Resolve employee concerns about legal compliance.

Company: GEOJIT BNP PARIBAS Financial Service Ltd, Changanacherry, Kerala**Research Experience: Internship. Date: (2010 April-2010 June; 2010 November-2011January)****KEY RESPONSIBILITIES:**

- To study the organization, industry and services
- Determined the strength of the company shares. And identify which company shares have good strength
- Analyze the best possible time of buying and selling company shares
- Determined the share movements at the time of trading
- Identified which company share create good profit for the next trading day
- Selling financial products

Company: Housing Development Finance Corporation Limited (HDFC Bank) Thuvalla branch, Kerala Sales Manager**Date: (2005 June -2006 April), (2007 January-2008 November)****KEY RESPONSIBILITIES:**

- Making Team and achieving targeted sales and supervising sales staff.
- Strategizing & implementing ways to achieve sales targets
- Providing client service to existing customers. They are required to manage all aspects of customer relationships
- Contribute to team effort by accomplishing related results as needed.
- Establishing personal networks; participating in professional societies.

Education History

- **Masters in Business Administration** (2009-2011) - **Rajagiri Centre for Business Studies (RCBS) Kochi, Kerala.**
(Mahatma Gandhi University, Kottayam, Kerala)
Human Resources, Marketing, Finance
- **Bachelor in Science** (2002-2005) -**St. Thomas College Kozhencherry** (Mahatma Gandhi University, Kottayam, Kerala)
Physics

Certification

- Programming computer Application (2007-2008) SEPTI (Small Entrepreneur and Training Institute) Govt. of India
- "Vanvasam"-2009 (Intense personality development programme conducted by RCBS, Kochi)
- Rural Sensitization Camp (programme conducted by RCBS, Kochi)

Research

- Project 1. "Training manpower development and employee performance in an organization"
- Project 2. "The study of Conceptualization and implementation of Technical analysis"
- Project 3. "The study of influence of Technical analysis in share Trading"
- **Dissertation:** The study of relationship between investor behaviour and Investment Performance in Capital markets

Personal Particulars

Nationality : Indian
Date of Birth : 17th April 1984
Fathers Name : Sadananthan VA
Mothers Name : Santhamma VK
Gender : Male
Marital Status : Single
Languages known : English, Malayalam, German, Hindi, Tamil
Computer Proficiency : SPSS, Windows, M.S.Word, Excel, Access, Power point, C, C++, DBMS, Visual basic, Visual FoxPro
Passport No : J9208482

Declaration: I wish to inform you that above details are true and correct.

Renjith V S