

SURESH BABU N. B

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Aaryadu, Moolamkuzhi

Mundamveli P. O, Kochi - 07

Career Objective

Graduate with 7yrs of Human resource Experience. As a highly motivated and creative individual. My career application is to contribute the best of my service in the field of suitable post. Utilize knowledge, experience, communication skills, and efforts to work effectively in an organization. Be a responsible team player, making significant contribution to the success of the organization goals and strategic directions.

Organization: Confident Projects India

Pvt.Ltd Designation :

Executive HR

Period in the organization : 11th January 2016 – Till date

Responsibilities:

- ← Supporting HR service center for international clients and handling their HR related queries
- ← Handling end to end HR operation; TA, recruiting, hire, document verification, Promotion, transfer, compensation, Leaves, pay changes and payroll, exit...
- ← Provide HR updates to employees and proactively solving the issues
- ← Maintaining the confidentiality of employees data and salary details
- ← General Audit
- ← Providing internship for Graduate Students
- ← Induction for New joinees
- ← Preparing Offer letters for new employees
- ← Assist PF and ESIC

Academic Qualifications

- SSLC – Kerala State Education Board
- +2 – National Institute of Education
- B. com – MG University
- M. com – MG University

Computer Skills

- Basic Computer Knowledge in MS-Word, Power point, Excel & Office
- Good typing skills in computer

Skills

- Co-operative with others
- Excellent grasping capability and understanding the concepts clearly
- Ability to adjust the situation
- Honest & Sincere

Languages

- English, Hindi, Tamil, Malayalam

Passport Details

Passport No : M 7674325
Date of Issue : 30/03/2015
Date of Expiry : 29/03/2025
Date of Birth : 30/05/1994
Nationality : Indian

Declaration

I hereby declare that all above information is true to the best of my knowledge and belief.

Date:

Suresh Babu N. B