

Dijo.T.Joy

Mobile:+91-9447965050

e-mail: dijo2795@gmail.com



PROFESSIONAL SUMMARY

Courteous and self-motivated sales associate with a strong background developing effective merchandise displays, managing cash transactions, and providing excellent customer service through teamwork and communication

EDUCATIONAL DETAILS

- Completed **Master of Business Administration (MBA) HR & Logistics** in Bharathiar University, Coimbatore in 2018 with 59 %.
- Completed **BBA with Computer Application** from , CMS College of Science and Commerce Coimbatore (affiliated to Bharathiar Univ, Coimbatore) in **2015 with 55%**.

PROFESSIONAL EXPERIENCE

Company Name : Edappal Hospitals Pvt. Ltd
Experience : Still Working **from May 2017**
Role :HR Assistant

PROJECT NAME: NATIONAL TUBERCULOSIS PREVALENCE SURVEY, GOVT OF INDIA

Responsibilities

- assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintain calendars of the HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, and HR events .

WORKED PROJECTS

- A study on quality of work life of employees of Travancore Cement Ltd. Kottayam

PERSONAL DETAILS

Sex :Male
Date of Birth :28th May 1992
Permanent address :Thaliyappathil, Manoor, Kaladi (P.O), Malappuram (Dist),Kerala
Nationality :Indian
Marital Status :Married
Languages Known :English, Malayalam,Hindi and Tamil

I hereby declare that information furnished above is true to the best of my knowledge.

DATE:

PLACE: Malappuram

(Dijo.T.Joy)

