

# **RESUME**

## **Divya Daniel P**

Manager – HR & IR Operations

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### **CAREER SUMMARY**

Human Resources Professional with **9** years of experience in HRM, Industrial Relations, Recruitment, Performance Management, Compensation & Benefits, Payroll, Employee Welfare and Administration.

### **ADDITIONAL SKILLS**

- Proficiency in HRMS
- Skilled in MS Office
- Leadership and Problem-solving
- Effective in Time Management
- Good Communication skills in English, Tamil and Malayalam

### **PROFESSIONAL EXPERIENCE**

#### **SAYEGH PAINT FACTORIES INDIA PVT LTD, COCHIN**

*HR & IR Operations Manager, August 2019 – till date*

- Liaise with the Management and Employees' Union under the supervision of Labor Department for the Long Term Wage Settlement
- Identifying manpower requirements in various departments of the company and handling the complete recruitment life cycle
- Overseeing staffing, recruitment, negotiation, discipline, policies and procedures, induction and orientation program
- Managing payroll processing functions involving computation of wages, developing & maintaining documentation & controls for all payroll related activities & procedures
- Handling the payroll policies & procedures to ensure accurate and timely preparation of documents with statutory compliance
- Taking care of pre & post formalities of issuing offer letter, appointment, transfer, promotion letter and ID cards
- Performance Management, Appraisals, Rewards & Recognitions

- Implement effective HR Policies to ensure all practices are in compliance with labor and employment regulations.
- Increased employee retention rate to above 90% by rigorously maintaining a positive work environment.
- Looking after the performance Appraisal and Incentive Structure of the Employees in relation to sales as well as the branches

#### **ST. JOSEPH'S HOSPITAL, MANJUMMEL, COCHIN**

*HR Manager, January 2016 – August 2019*

- Screening the resume or CV as per the job description as well as allotted skill set prerequisite
- Recruitment of candidates from various sources like job portals, campuses, social networking sites, etc.
- Ensuring timely preparation and submission of payroll
- Coordinating with the banks for opening the salary accounts
- Facilitating the fingerprint access, identity card of the newly joined employees
- Maintain statutory compliance records, attendance, leave records and personal file for all employees within various departments
- Maintaining joining formalities, documentation as well as the exit formalities of the employees
- Full & Final settlement of employees
- Maintain employee records & develop user friendly application forms, questionnaires to be used by the organization during staff recruitment and interviews
- Arbitrate labor disputes in collaboration with the legal department
- Co-ordination of NABH audits and data management

#### **CARBORUNDUM UNIVERSAL LIMITED, KALAMASSERY, COCHIN**

*Asst. Manager – HR & Admin, June 2013 to December 2015*

- Employee data management, payroll processing through MIS
- Monitoring & maintaining Statutory Compliance & Contract Labor management in accordance with Centre & State Government laws
- Coordination of new recruitments & managing induction schedules in all core departments of organization
- Updating of employee service records on promotions, memos, retirements etc.
- Monthly MIS report, Monthly employee turnover report, UAN, ESI IP no generation for new employees
- Co-ordinate with the trainers for the training activities & arrange training to the various department staffs

- Office administration, employee service record updating, attendance monitoring, payroll processing & leave management
- Organizing various employee activities like festival functions, events, cultural activities, health related and other awareness programs
- Drafting letters like show-cause notice, absconding, warning, termination and all other employee related correspondences
- Coordination of employee engagement activities

## **ACADEMICS RECORDS**

### **ST. THERESA'S COLLEGE, ERNAKULAM**

*Master of Business Administration - Human Resources 2011 – 2013 - **Graduated with 70%.***

### **ST. THERESA'S COLLEGE, ERNAKULAM**

*Bachelor of Chemistry - 2009 – 2011- **Degree with 71%.***

### **GOVT. H.S.S., EDAPPALLY, ERNAKULAM**

*Senior Secondary School - 2006 – 2008 - **Completed with 73%.***

### **GOVT. H.S.S., EDAPPALLY, ERNAKULAM**

*Secondary School - 2005 – 2006- **Completed with 78%.***

## **PERSONAL DETAILS**

- Date of Birth : 23-05-1991
- Sex : Female
- Marital Status : Married

## **DECLARATION**

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

Place: Cochin

**Divya Daniel P**