



JITHIN P

CONTACT

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Puthiyath House Kalikavu PO
Malappuram Kerala - 676525

PROFESSIONAL SUMMARY

Human Resources Generalist with five years of experience managing hiring and onboarding, employee benefits and payroll, performance tracking methods and HR records. Reliable, knowledgeable and highly organized team player with excellent communication skills, team building and relationship management.

EXPERIENCE

Paragon Ventures Pvt Ltd, Hotels & Restaurants, Kozhikode

May 2018 - Jan 2021

HR Assistant

- Assisted Senior HR members with various tasks on a daily basis.
- Maintained extremely well organized records and handled all HR matters with confidentiality and the application of company standards.
- Served as a helpful assistant to all office staff including the Accountant, Property Manager, Maintenance Manager, and Broker.
- Recorded and reported employee issues, and brought them to Senior HR members when necessary.

Aadaminte Chayakada, Hotels & Restaurants, Kozhikode

Feb 2021 - Jun 2021

HR Assistant

- Worked as a reliable and dedicated team member in the HR department, dedicated to fostering the mission of Macy's.
- Reported important events and incidences to senior HR members.
- Assisted in maintaining all hard copy files for the HR department.
- Served as a hardworking and effective HR Assistant in a fast-paced office.

SKILLS

Ability to Work Under Pressure
Effective Time Management
Ability to Work in a Team
Communication Skills
Employees Recruitment & Retention
Ability to Multitask
Employee Relations
Fast Learner
Adaptability
Critical Thinking & Problem Solving

LANGUAGES

English
Malayalam
Tamil
Hindi

REFERENCE

Mahesh G - "Bhima Jewels Pvt Ltd"
Store Manager
9633544075

Jismon Joy - "Bhima Jewels Pvt Ltd"
Senior HR Executive
9656185737

PERSONAL DETAILS

Date of Birth : 14/09/1993
Marital Status : Single
Nationality : Indian
Gender : Male

Bhima Jewels Pvt Ltd, Kottayam

Jul 2021 - Sep 2022

HR Officer

- To develop competitive strategies for recruitment, employee relations, employee / organization development, performance management, HR process excellence etc.
- Work closely with Unit/Function Heads to develop and drive the HR Strategy and value proposition to support achievement of business objectives
- Drive human resource compliance and ensure standardization and consistency of human resource practices and policies
- Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.

AJFAN Dates& Nuts International LLP, Chennai

Sep 2022 - Present

HR Generalist

- Use HR software to manage payroll and employee benefits, including bonuses, leaves, and conduct absences administration
- Organize hard and soft copies of employee records
- Oversee employee labor and HR federal laws and regulations to assure compliance
- Review and select resumes during hiring processes and update database
- Maintain the work structure by updating job requirements and job descriptions for all positions according to HR objectives



EDUCATION

Master of Business Administration Rural Academy for Management Studies, Kottayam

2015 to 2017

MBA Finance & Human Resources
Mahatma Gandhi University

Classic College, Nilambur

2011 to 2014

B. Com Cooperation
Calicut University

Govt. Higher Secondary School, Vaniyambalam

2009 - 2011

Plus Two
Kerala Board

Crescent High School, Adakkakundu

2009

SSLC
Kerala Board