JITHIN P



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.

CONTACT

- (a) jithinpkkv@gmail.com
- 9961358999
- Puthiyath House Kalikavu PO Malappuram Kerala - 676525

1 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**

English Malayalam Tamil Hindi

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

Jismon Jov - "Bhima Jewels Pvt Ltd" Senior HR Executive

9656185737



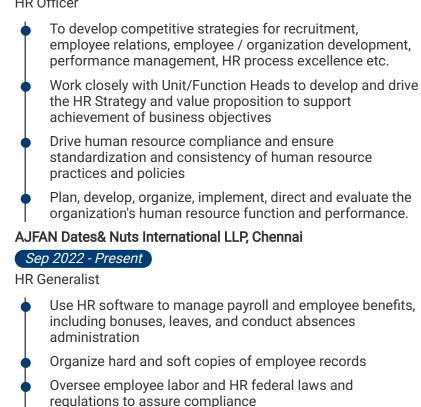
PERSONAL DETAILS

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

Bhima Jewels Pvt Ltd, Kottayam

Jul 2021 - Sep 2022

HR Officer



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



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

Cresent High School, Adakkakundu

2009

SSLC Kerala Board