



# RINTU XAVIER

MBA HR GRADUATE WITH EXPERIENCE IN  
HUMAN RESOURCES MANAGEMENT

## CONTACT

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## EDUCATION

MBA / HR

**Bharathiar University,  
2021**

B.COM/COMPUTER APPLICATION

**M.G University, 2014**

DIGITAL MARKETING

**Cranberry's Tech, 2021**

## SKILLS

Critical Thinking

Strong Work Ethic

Problem Solving

Communication

Adaptability, Leadership

Willingness to learn

Handling Pressure

## CAREER OBJECTIVE

An MBA HR graduate with experience in Human Resources Management, Training and Traditional marketing. I am looking forward to securing a position where I can apply my skills and business acumen to learn, grow and develop myself to cater to my aspirations and meet the company's objectives.

## EXPERIENCE

### HR STATUTORY COMPLIANCE

*Dictumnet Legal & Compliance Pvt Ltd*

*January 2022 - Present*

- Maintaining Registers & Records like wage registers, register of leave, service records etc. of all clients, on monthly basis.
- Communicating & co-ordinating with all clients to file statutory compliance periodically and close within the due date stipulated by Labour Department.
- Labour Welfare Fund remittance & Form 5 submission to concerned authority.
- Professional tax calculation and preparation of all relevant documents & submission to concerned authority all over Kerala on timely basis within due date.
- PF & ESI Registration of new employees.
- Handling & Co-ordinating PF & ESI related activities of all clients.
- PF & ESI filing within due date of all clients.
- Responding to queries of HR Executive & employees of various company.
- Registration, Renewal, Amendment- Professional Tax, Shops & Establishment Certificate, Labour Welfare Fund, Trade License.
- Communicating with Labour officers & govt. officials for acquiring various statutory certifications.
- Filing annual returns & quarterly returns to concerned authorities.

# LINGUISTIC PROFICIENCY

English

Hindi

Malayalam

Tamil

- Filing POSH The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 on timely basis
- Filing Holiday List Under Rule 4 of the Kerala Industrial Establishment (National and Festival Holidays) Rules, 1959.

## **Senior HR Executive - Recruitment**

*Wego Consultants, Cochin*

*November 2019 – December 2021*

- Recruitment of employees for BFSI sector like Insurance, Banks etc.
- Documentation of candidates for processing offer letter and joining letter
- Screening resumes and identifying quality candidates as per requirements
- Scheduling interviews and following up
- Co-ordinate with company HR in onboarding procedure
- Maintaining a healthy relationship with clients and employees
- Sourcing manpower from social platforms like Naukri.com

## **COLOURPRO ASSOCIATE (Marketing)**

*Asian paints ltd, Cochin December 2016 - August 2018*

- Customer Relationship Management
- Creating leads from architects and contractors
- Maintaining and giving reports on weekly and monthly basis
- Team management
- Coordinating the work at site with contractor and dealer
- Following up the work of each site
- Visiting customer site at different stages of the work
- Providing training to contractors
- Achieving monthly target