Contact

Phone
9496528501

Email
liskavalakatt@gmail.com

Address
Pottokkaran House
Pariyaram P.O
Chalakudy - 680721

Education

2010 -2014
B.Tech Computer Science -
7.39 CGPA
calicut university

2008 - 2010
Higher Secondary (12th grade) -
82%

2008
SSLC (10th grade) - 84 %

Key Strength

Hard working
Team Spirit
Quick Learner
Good Knowledge in MS Office

LIS KAVALAKATT G

Senior Officer - Human Resources

Senior Officer with 3.9 years of human resource experience .
Mainly handling Human Resource Management Software of the
Bank, Confirmation Process, Performance Review Process &
Promotion of trainees.

Experience

2018 - Present

ESAF Small Finance Bank - Corporate Office ,Mannuthy

Job role : Senior Officer HR

Duties and Responsibilities

- New Employee creation
- Worked as a part for implementation and execution of HRMS in our Bank
- Employee Information Management in HRMS
  (Shift ,Calendar, Location, Region, PT Location etc.)
- Constant updating of configurations modifying settings and workflows to match organization needs.
- Vendor coordination.
- Leave and attendance Management
- Handling Confirmation process(PAN India)
- Handling employee's queries related to their employment details in
- Daily routine jobs of data extraction and producing customized reports as per management requirements from different departments
- Continuous interaction for organizing data and improving data quality
- Data Clean up
- Running Quiz programs and awareness programs in HRMS in coordination with different departments
- Troubleshooting of system issues.
- Handling Promotion process of Sales Officer Trainees
- Handling Performance Review Process of Executive Trainees
- Handling HR Helpdesk

Academic Projects - B.Tech

Main Project :Catching Packet Droppers and Modifiers in Wireless Sensor Network

Packet dropping and modification are common attacks that can be launched by an adversary to disrupt communication in wireless multihop sensor networks. To address this problem, we propose a simple yet effective scheme, which can identify misbehaving forwarders that drop or modify packets

Mini Project: Software Project Management system

Software companies undertake huge projects more than one at a time. Hence there is a profound need for the organizations to manage all the projects efficiently and ensure that projects cycle goes on smoothly and they are completed on time. So our project is aimed to manage and monitor the whole software development procedures in an IT firm.

Declaration

I hereby declare that the above mentioned information is correct upto my knowledge and I bear the responsibility for the correctness of the above mentioned pariculars.

Place:Thrissur

Date : 25-09-2022   Lis Kavalakatt G