



# PRANAV C

## PROFILE

To have a job that would enable me to use my talent and skills as well as contribute to organizations goals and which would provide excellent opportunities for career advancement and personal growth.

## CONTACT

### Phone

+91 9846625537

### Address:

Cherakulath House,  
Pachattiri PO,  
Pariyapuram, Tirur,  
Malappuram, Kerala  
676105

### Email:

[kanpranav12@gmail.com](mailto:kanpranav12@gmail.com)

### Linkedin URL:

<https://www.linkedin.com/in/pranav-c-609257106/>

## KEY SKILLS

- Communication & Interpersonal skill
- Ability to work in a Fast paced work setting
- People management
- Training & Development
- Teamwork
- MS Office

## WORK EXPERIENCE

### PROFFESIONAL SUMMARY

- Currently working as **HR Executive at Aster Wayanad Speciality Hospital Wayanad** from Jun-02-2021
- 1.7 years' experience as HR Executive at **Ayur Bethaniya Ayurveda Hospital, Thrissur** Nov 2019 to May 2021(Hospital closed due to Corona)
- 1 year experience as HR Executive at **V K C Footwear** Calicut July 2018 to Mar2019
- Completed Six months of training in **APJ Refineries** from Jan 2018 to July 2018.

### JOB PROFILE

#### 1) Talent Acquisition

- Responsible for hiring the right talent with right capabilities in close coordination with respective HOD.
- Managing full-cycle recruitment functions within the organization which includes requisition process, posting positions at employment portals, sourcing, pre-screening, interviewing, pre-employee assessments, background check process, job offers, new employee orientation, maintaining database & reporting to management.
- Preparing MIS for Recruitment/Selection to keep track of positions open and close based on desired timelines.

#### 2) Payroll

- Maintain the complete data base of all employees in payroll in specified excel sheet
- Statutory Compliances- ESIC/ PF/ PT
- Payroll calculation & Disbursement of employee salaries
- Review and updation of data in software on regular basis

## HOBBIES

- Travelling
- Playing cricket,

## CERTIFICATE COURSES

- Post Graduate Diploma in Excel for Manager

## PERSONAL DETAILS

Date of Birth: 24<sup>th</sup> December 1994

Languages known:

English  
Malayalam  
Hindi

## EDUCATION

### MBA

RVS IMSR, Coimbatore  
2017

### B. Com Co-Operation

KKM Arts and Science, Tirur  
2015

### Higher Secondary Education

GBHSS, Tirur  
2012

### Secondary School Education

GBHSS, Tirur  
2010

Reference will be provided on demand

### 3) Employee Engagement:

- Conducting Festival cultural programs
- Coordinated and manage a wide range of employee engagement activities on regular basis
- Event coordination.
- Welcome Meetings & Farewells.
- Situational Welfare activities (COVID safety kits, Flood campaigns etc)..

### 4) Performance Management System

- Coordinating the mid-year performance appraisals of the employees.
- Coordinating the annual year performance appraisals of the employees.
- Obtain the feedback from both appraise and the appraiser and collate the same before preceding the appraisal discussion.
- Participate in the performance appraisal discussion along with the appraise and the appraiser to track the various performance issues.
- Assisting in performance Improvement programs.
- Keep a close track of the performance improvement shown by the appraise.
- Employee Satisfaction Survey - 6 months

## ACHIEVEMENTS

- Successfully completed many statutory inspections (NABH,NABL,KUHS,NMC).
- Appreciated for the skill in Excel.

## DECLARATION

I consider myself as a right candidate for the post. I am also confident of my ability to work in a team as well as in a single and challenging environment. I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Malappuram

**PRANAV**

Date