



# UNNIKRISHNAN BV

(BRANCH INCHARGE, HR ASSISTANT)

## CAREER OBJECTIVE

To secure a responsible position that utilizes my experience, while allowing me the opportunity to grow professionally. My goal is to become a valued asset for organization.

## WORK EXPERIENCE

### Branch Incharge/HR Assistant

Ettutharayil Group  
09/2021 - Present

- Assist the Branch manager in overseeing and coordinating all operations
- Supervise the Human resources of branch department
- Assist in end-to-end recruitment process and maintain up-to-date documentation.
- Submit reports on performance and progress
- Assist in Process payroll
- Keep track of the employee attendance and determine the payrolls accordingly.
- Analyze financial information and prepare balance sheets.
- Accurately perform daily reconciliations of cash and online transactions, and tally and file invoices.
- Develop monthly financial statements that include cash flow, profit and loss statements, and balance sheets.
- Canvassing new customers for Introducing various product
- Resolving grievances or queries

### Administrative Officer

Jaihind Associates  
07/2017 - 06/2019

- Assist the Operations Manager in planning and office administration.
- Coordinating purchase, dispatch and inventory
- Monitor and maintain store inventory
- Create reports about all purchase, dispatch activities

### Purchase Executive

Steel Art Engineers  
12/2016 - 06/2017

- Maintain updated records of purchased products, delivery information and invoices
- Coordinate with warehouse staff to ensure proper storage and review quality of purchased products
- Monitor stock levels and place orders as needed

## MY SKILLS

Decision-Making



Time Management



Team Leadership



Hardwork



Proactive



Problem Solving



## TECHNICAL SKILL

▶ Microsoft Office

▶ GreytHR

▶ Data Entry

▶ Editing

▶ Tally ERP9

## CONTACT

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01-05-1994

Bhagavathi Vilasam,  
Cheravally, Kayamkulam PO,  
Alappuzha, Kerala

## EDUCATION

▶ **2014 - 2016**  
**M. B. A - HR**  
Mahatma Gandhi University

▶ **2011 - 2014**  
**B. Sc - STATISTICS**  
Kerala University

## LANGUAGE

- Malayalam 100%
- English 86%
- Tamil 50%

## HOBBIES

- Cricket
- Travel
- Football
- Movies



## PERSONNEL DETAILS

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- Father's Name : Vijayakumar G
- Mother's Name : Vijayakumari T
- Gender : Male
- Marital Status : Married
- Passport No : M0478707



## DECLARATION

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I hereby declare that the information given above is true to the best of my knowledge.

**UNNIKRISHNAN BV**

**Place:**

**Date:**