

### **UNNIKRISHNAN BV**

(BRANCH INCHARGE, HR ASSISTANT)

## **S** CONTACT



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01-05-1994



Bhagavathi Vilasam, Cheravally, Kayamkulam PO, Alappuzha, Kerala



2014 - 2016M. B. A - HRMahatma Gandhi University

B. Sc - STATISTICS
Kerala University

# LANGUAGE

Malayalam
 English
 Tamil
 100%
 86%
 50%



- Cricket
- Travel
- Football
- Movies

## 

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.
- -Canvasing new customers for Introducing various product
- -Resolving grievances or queries

#### Administrative Officer

Jaihind Associates **07/2017 - 06/2019** 

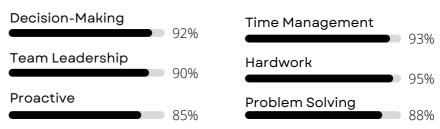
- -Assist the Operations Manager in planning and office administration.
- -Coordinating purchase, dispatch and inventory
- -Monitor and maintain store inventory
- -Create reports about all purchase, dispatch activities

#### 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





# TECHNICAL SKILL

➤ Microsoft Office

▶ GreytHR

Data Entry

Editing



# PERSONNEL DETAILS

• Father's Name : Vijayakumar G

Mother's NameVijayakumari T

• Gender : Male

• Marital Status : Married

Passport NoM0478707



## **DECLARATION**

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

#### **UNNIKRISHNAN BV**

Place: Date: