

MANJUSHA C S

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Address: Pulappallil House, Panangad PO
Kochi – 682506, Kerala



Career Objectives

Looking forward for a challenging and dynamic career in a growth oriented environment where I can utilize my knowledge and skill.

Profile Summary

HR-MIS Executive with 4.9 years of experience in HR operations, employee benefits and payroll, performance tracking methods and HR records

Technical Skills

- PGDCA
- MS OFFICE: Word, Excel, Powerpoint

Professional Exposure

➤ ***EPFO ONLINE SERVICES – Freelance Service***
(@epfo_onlineservices)

- UAN Activation
- PF Advance Withdrawal/ Final Withdrawal/ Pension Withdrawal
- KYC Updation
- PF Transfer
- PF Correction
- E-Nomination

➤ *HR-MIS Executive*

GALAXY ENTERPRISES - 12-03-2018 to 31-03-2021

- MIS Reporting
- PF, ESI, EPFO/ESIC (ECR) return filing.
- Employee benefits and payroll.
- Follow up using performance tracking method.
- Good computer skills- Word, Excel and Powerpoint experience.
- Use information systems & prepare reports for internal & external use.
- Routine maintenance and upkeep of HR records.
- Follow up & collecting verification certificates required.

➤ *HR Executive cum Student Counsellor*

The Corporate Educator - 02-04-2016 to 04-11-2017

- Counsel students in choosing a specific academic program for their career development.
- Handling phone calls, Answering curriculum related questions from students and their parents via Phone, E-mail or direct visits.
- Assess student interest, aptitudes and abilities in order to assist in academic and career planning.
- Administer the student lifecycle from registration or admission to graduation or leaving
- Maintains appropriate files and records.
- Perform related duties as required..
- Coordinate examination & assessment processes.
- Use information systems & prepare reports for internal & external use.
- Manage budget & ensure financial systems are followed.

➤ *HR Intern (Paid)*

***Sigma Primetech* - November 2015 to January 2016**

- Uploading of Online CV s at “Bloomcv” website (a jobsite of its kind, providing fresh college graduates with quality entry level & internship opportunities) developed by Sigma Primetech.
- Updation of Bloomcv database (Findblooms).
- Student counselling.
- Handling phone calls.

Professional Qualification

PGDCA : *LCC Computer Education, Ernakulam*

Educational Qualification

Degree	Year of passing	Institute/University	Percentage
M B A(HR)	2015	Adi Shankara Institute of Engineering And Technology, Kalady (M G University Kottayam)	60%
BSc Zoology	2012	Sacred Heart College Thevara (M G University Kottayam)	71%
Plus-Two (XII)	2009	St Teresa's C.G.H.S.S Ernakulam	71%
S.S.L.C (X)	2007	C.C.P.L.M Anglo Indian High School, Perumanoor (State)	78%

PERSONAL DETAILS

NAME : *Manjusha C S*
FATHER'S NAME : *Sabu C N*
MARITAL STATUS : *Married*
LANGUAGES KNOWN : *English, Malayalam*
PERMANENT ADDRESS : *Pulappallil House, Panangad PO, Ernakulam*
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DECLARATION:

I solemnly declare that all the cited things are true to my knowledge and belief.

Place: ERNAKULAM

Date

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