



## **SWATHY C J**

Contact Details: +91 9447676696

Mail.id:swathyjoshy@gmail.com

---

### **CAREER SNAPSHOT**

Looking forward to build my career by utilizing all opportunities to implement my skills and knowledge to pursue a long-term relationship with the organization.

#### **PENVER PRODUCTS LTD., AROOR, KERALA, INDIA**

**DESIGNATION: ASSISTANT HR**

**PERIOD: 29/11/2018-30/04/2021**

#### **PENVER PRODUCTS LTD., , AROOR, KERALA, INDIA**

**DESIGNATION: HUMAN RESOURCE EXECUTIVE.**

**PERIOD: 01/05/2021-16/11/2022**

- Reviewing resumes and applications
- Maintaining H R Records
- Managing workplace safety issues
- Training new or existing employees
- Handling with HRMS & Payroll software
- Communicating and explaining the organizations HR policies to the employees
- Preparation of salary statement
- Handling the full and final settlement of the employees
- Organizing various welfare activities
- Organizing various training programs
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirements of employees in consultation with the management

- Preparing and processing timely distribution of salary, bonus, increment, salary slip, leave encashment and full and final settlement
- Recording, maintain and monitoring attendance to ensure employee punctuality
- Conducting employee orientation and facilitating new comers joining formalities
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
- Conducting exit interviews for employees and recording them accordingly
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization
- Conducting first round of telephonic interview for the candidates to schedule interviews

## **EDUCATIONAL QUALIFICATION**

- **Bachelor of Computer Application-** M G university (Siena college of Professional Studies, Edakochi-2012-2015)
- **HSC** (St. Juliana's Public School, Perumpadappu - 2012)
- **SSLC-**( St. Juliana's Public School, Perumpadappu - 2010)

## **AWARD/ACHIEVEMENT**

- An active NSS volunteer
- Coordinator of Marketing and Advertising Club
- Coordinator of Reception Committee of Luminance, biggest Management fest of Kerala

## **SKILLS**

- Effective communication and interpersonal skills.
- Ability to perform individual research.
- Able to take interview.
- Extremely self-motivated and confident.
- Strong organization and management knowledge.
- Good ability to work in fast paced environment.
- Complete attention to details.
- Proficient with Microsoft Word, Excel, PowerPoint.
- Able to build a strong client relationship.

## **PERSONAL DETAILS**

Father's Name : - Joshy C K

Date of Birth : - 06 July 1994  
Gender : - Female  
Language Known : - Malayalam, English, Hindi  
Marital Status : - Married

**DECLARATION**

I do affirm that the details furnished above are true to the best of my knowledge and understanding.

Place:

Date :

SWATHY C J