

SIMI DILEEP

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Simi Dileep
3C, Serene Orchard, Mather Apartments,
Panampilly Nagar, Cochin-682020.

Skills

Communication Skills
Good interpersonal
Team player
Adaptability
Positive Thinking
High dedication
Result oriented

Languages

English (Read, Write, Speak)
Malayalam (Read, Write, Speak)
Hindi (Read and Write)
Tamil (Speak)

Objective

Seeking challenging and responsible assignments in Human Resources/ Administration with an organization of repute where the opportunities to learn and use acquired skills, knowledge and experience where the opportunities to learn and use acquired skills, knowledge and experiences to meet and attain the goal.

Experience

- Greenly Mart** *Dec 2016 -*
Store & Retail Manager
Handling Greenlymart grocery stores as, Store manager / retail manager / purchase / sales
- Eram Animation Pvt. Ltd** *Nov 2013 -
March 2016*
HR & Admin & Operations Manager
Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates.
Developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
Ensuring prompt resolution of employee grievances to maintain cordial relations between employees & senior management.
Preparing staff handbooks.
Advising on pay and other remuneration issues, including promotion and benefits.
Undertaking regular salary reviews.
Negotiating with staffs on issues relating to pay and conditions.
Administering payroll and maintaining employee records.
Interpreting and advising on employment law.
Dealing with grievances and implementing disciplinary procedures.
Developing with line managers HR planning strategies which consider immediate and long-term staff requirements.

- **Allegro Capital Advisors Pvt.Ltd Kerala** *Feb 2011 - July 2013*
 Channel Development Manager (HR & Operations)
 Getting tie up with consultancies.
 Taken care for Recruitment process for Kerala and Tamil Nadu.
 Sourcing Resume through job portals, screening the right candidate.
 Scheduling and Conducting of preliminary interviews/scheduling for final round interviews.
 Developing and Maintaining MIS report and other operations reports.
 Dealing with PF, Payroll.
 Managing welfare measures like employee development plans, resource deployment etc. employee get together to enhance motivation levels.
- **S Consultancy** *Aug 2008 - Jan 2010*
 Branch Head
 In charge of Cochin Branch and its administration.
 Recruitment, training, motivating and monitoring the performance of 10 Consultants who were reporting to me.
 Assessment of Candidates.
 Maintaining relationships with Clients directly for delivering prompt service.
 Sourcing of resumes through job portals, headhunting, references etc.
 Screening & Short listing of resumes.
 Scheduling and Conducting of preliminary interviews.
 Coordination with HR Manager, Branch Manager of respective companies.
 Candidates' database management.
- **Chase Consultancy Services, Kakkanad** *Dec 2007 - July 2008*
 Recruitment Executive

Education

- **Kerala Press Academy, Kakkanad** *2006-2007*
 PG Diploma in Public Relations & Advertising
- **St.Antony's College Kanjirappally** *2001-2004*
 B.Com with Computer Applications in Business

Projects

- **Exhibitions & Trade Fairs as a Tool of Communication.**
 A detailed study on communication wing of Spices Board Cochin.

Achievements & Awards

- Achieved Certificate for the outstanding performance for the financial year- March 2009. Highest Ever Billing with S Consultancy. 2.23L from a single placement- June 2009. Achieved Certificate of appreciation at Year End Baash Contest. December 2009.