



MINU A N

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Professional Summary

- MBA – HR
- Above 10 Years of experience

Seeking to challenge myself with new opportunities and create a lasting impact on the communication channels between management and employees utilizing my experience in managing critical HR functions.

Professional Experience

- 🏢 **Welcare Hospital, S.A Road, Vyttila**
- 🏢 **Welcare College of Nursing, Vettickal Mulanthuruthy**

Designation: - HR Manager

Duration: 18.03.2021 – till date

Handling responsibility of HR related affairs and overseeing departmental functions and managing employees in the hospital. Managing disciplines such as recruitment, joining formalities, compensation and benefits, training and development, employee relations, salary processing, attendance monitoring, performance appraisals, resignation, full & final settlements & statutory calculations and transactions related to PF & ESI etc.

Job Profile General:

- Designing and implementing company's HR policies.
- Setting objectives and goals for the team and also track progress.
- Monitoring the institution's HR systems as well as databases.
- Addressing employees' queries & grievances
- Guiding staff and management of institution's HR policies and regulations.
- Make important policy, planning, and strategy decisions.
- Interdepartmental Coordination Responsibilities
- Managing the HR Team of 3 members

Core Responsibilities

- Responsible for Recruitment – Doctors and Staff
- Interview, On boarding, Induction, Documentation, Database management etc
- Doctors & Staff Agreements
- Job Descriptions
- Name Boards, ID cards, seal preparations

- Management of HR Software – IHITS – HRMS
- Statutory Works – ESI & PF – Welcare Hospital & Welcare College of Nursing
- Personnel File Management
- Attendance and Leave management – Doctors & Staff
- Performance Evaluation
- Annual Health Check up
- Employee Satisfaction Survey
- Employee resignation & relieving formalities
- Superannuation formalities of retirement.
- Exit formalities.
- Full & Final Settlement
- Gratuity calculation for eligible employees
- Professional Tax calculation
- Bonus calculation
- Uniform procurement.
- Grievance & Disciplinary Action management
- Active member in the committees as per the NABH requirements
- Statutory relations with Labour Office, ESI & PF Office
- Coordination of meetings as and when required.
- Festival program coordination
- Policy updations & amendments as and when required and as per Chairman's instructions.
- Circular preparation on policy amendments, festival holidays, Restricted Working days etc.
- Payroll management & Salary calculations (Manual & Software)

 **Silverline Hospital, Centre for Diabetes, Thyroid & Endocrinology
Kadavanthra, Kochi (NABH Accredited)**


Designation: - Asst. Manager - HR

Duration: 06.11.2017 – 16.03.2021

Job Profile:

- Identification & planning of requirements of Human Resource
- Selection & recruitment process
- Process documentation of NABH
- NABH Assessment processes
- Maintenance of Data Bank
- Training & Development programme
- Induction and orientation of new entrants
- Staff duty management
- Attendance and leave management of Doctors and Staff
- Performance Appraisal
- Grievance redressal process
- Disciplinary action process

- Employee satisfaction
- Organizing, arranging committees & preparing minutes of meetings
- Updating & maintaining employment status
- Preparing relevant letters & certificates for the concerned
- Preparing Annual calendar for HR related activities (trainings & committees)
- Conducting Maintenance & facilities rounds
- Preparing circulars
- Completing Resignation / termination procedures

 **VPS Lakeshore Hospital & Research Centre Ltd.**
Nettoor, Ernakulam (NABH Accredited)

Designation: - Executive - HR

Duration: 02.12.2011 – 15.09.2015

Job Profile

- Recruitment
- Leave & Attendance Management
- Employee Personnel File Management
- Joining formalities of new joiners
- Employee reference & verification
- Induction & Orientation for new joiners
- HR Training
- Employee Grievance Handling
- Exit Formalities of Resigned Staff

 **Kalabhavan Talent Residential School, Edachira, Kakkanad**

Designation: - Secretary to Principal cum Administrative Assistant

Duration: 03-11-2010 – 31-05-2011

Job Profile:

- Secretarial job
- Management of administration
- Arrangement of meetings & functions
- Monitoring daily activities of faculties

 **ESIC – NIIT – Panchdeep Software Project**

Designation: - Trainer

Duration: 06-06-2010 – 04-09-2010

Job Profile:

Trainer in a project for ESIC “PANCHDEEP” Coordinated by WIPRO – NIIT –in implementing the new Software and Basic Computer Knowledge in Hospital Information System for ESIC Employees including Doctors, Paramedical Staff & Administrative Staff all over Kerala.

Computer Knowledge

- ✓ Well versed in MS Office(Excel/Word/PowerPoint)
- ✓ Soft ware – Mediware & IHITS (Hospital Software)

Academic Credentials

✓ Digital HR- Certificate Course	- FICCI/greytHR-	2021
✓ MBA- HR	- IGNOU	- 2020
✓ Post graduate Diploma in Human Resource Management	- IGNOU	- 2018
✓ Diploma in Management	- IGNOU	- 2014
✓ B A English Language & Literature	- MG Uty	- 2010
✓ Higher Secondary	- Kerala State	- 2007
✓ SSLC	- Kerala State	- 2005

ACHIEVEMENTS

- ✓ Rashtrapathi Puraskar (President's Award) in Bharath Scouts and Guides.
- ✓ Won prizes in District & State Level Youth Festivals (Dance & Music).
- ✓ Won prizes in District Level School Sasthrolsavam Work Experience Competitions.
- ✓ Active member in National Service Scheme.

KEY SKILLS

- ✓ **Communication Skills** - Exceptional listener and communicator who effectively conveys information verbally and in writing.
- ✓ **Analytical & Research Skills** - Demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes through highly analytical thinking and analysis.
- ✓ **Computer & Technical Literacy** - Computer-literate performer with extensive software proficiency covering wide variety of applications.
- ✓ **Flexibility/Adaptability/Managing Multiple Priorities**- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- ✓ **Interpersonal Abilities**- Proven relationship-builder with unsurpassed interpersonal skills.

Personnel Information's

- ✓ Address : Shreyas, GNRA-18, Gasari Nagar, Lane No:4, Eeroor, Tripunithura, Ernakulam - 682306
- ✓ Age & DOB : 34 years, 08th May, 1989
- ✓ Contact No : 8606522092, 7012181908
- ✓ Marital Status : Married
- ✓ Spouse : Vivek U Menon
- ✓ Occupation : Credit Manager (Yes bank)
- ✓ Children : Two, 8 years (twins)
- ✓ Caste & Religion : Hindu- Nair
- ✓ Email : anminu1989@gmail.com

Reference can be produced on request.

DECLARATION

I hereby declare that all the details furnished by me are true to the best of my knowledge.

Place: Ernakulam
Date: 13.06.2023

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