



# SIMI THOMAS

An enthusiastic Human Resources representative with 17 years of experience in managing employee benefits, employee hiring and onboarding, performance management and HR records.

## Contact

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DOB: 15/05/1984

## Education

### **PG Diploma in Public Relations & Advertising**

Kerala Press Academy, Kakkanad  
2006-2007

### **B.Com with Computer Applications in Business**

St.Antony's College Kanjirappally  
2001-2004

## Projects

"Exhibitions & Trade Fairs as a Tool of Communication"

## Skills

- Recruitment and selections
- Man Management
- Compensation & Benefits
- Payroll
- Performance Management

## Language

- English
- Hindi
- Tamil
- Malayalam

## Experience

- **2016-2023**  
GreenlyMart I Panampilly Nagar  
**Store & Retail Manager**
  - Responsible for the overall Management of the business.
  - Maintains store staffs by Recruiting, selecting, Orienting and training.
  - Formulates Pricing Policies, Preparing annual budget, scheduling expenditure and analyzing variances.
  - Sales and Promotions including Advertising and display plans.
  - Stock management, communicating with suppliers and handling customer complaints.
- **2013- 2016**  
Eram Animation Lab Pvt.Ltd I Kakkanad  
**HR & Admin-Operations Manager**
  - Recruitment and Selection.
  - Developing and implementing policies.
  - Ensuring prompt resolution of employee grievances.
  - Preparing staff handbooks.
  - Advising on pay and other remuneration issues.
  - promotion and benefits.
  - Undertaking regular salary reviews.
  - Negotiating with staffs on issues relating to pay and conditions.
  - Administering payroll and maintaining employee records.
- **2011-2013**  
Allegro Capital Advisors Pvt.Ltd I Kochi  
**Channel Development Manager (HR & Operations)**
  - HR and operations for Kerala and Tamil Nadu
  - Getting tie up with consultancies.
  - interviews/scheduling for final round interviews.
  - Scheduling and Conducting of preliminary Interviews.
- **2008-2010**  
S Consultancy I Kochi  
**Branch Head**
  - In charge of Cochin Branch and its administration.
  - Recruitment, training, motivating and monitoring.
  - Scheduling and Conducting of preliminary interviews.
  - Screening & Short listing of resumes.
  - Candidates database management.
- **2007-2008**  
Chase Consultancy Services I Kakkanad  
**Recruitment Executive**