# HIMA E M

Phone : 7907341661 E-Mail : geethu.neha@gmail.com Address : Villa 5 NJN Medows Manikulangra Road Kollakudimugal, Kakkanad

#### Seeking assignments in Human Resource Management, Employee engagement, Payroll & Compensation, Recruitment, Event organising, Employee Relations, with a leading organisation.

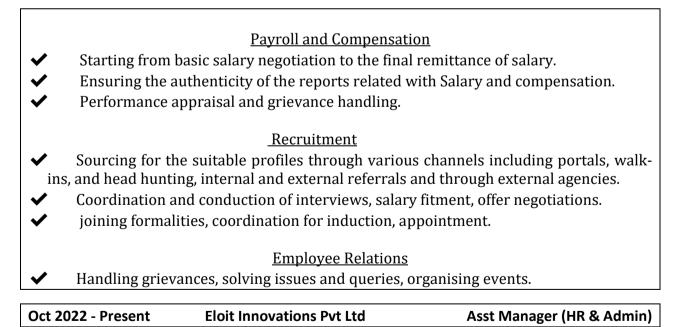
#### A Brief Overview

A dynamic professional with quality experience of **6+ year** in Human Resource Management, Employee engagement payroll & compensation and Employee relations, Recruitment.

Possess strong interpersonal, communication and analytical skills with demonstrated abilities in getting along with employees and colleagues.

#### **Career Highlights**

#### Areas of Exposure:



- ✓ Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- implementing effective onboarding plans
- ✓ Administer & monitor office premises. Maintain office assets

- Maintaining employee records (attendance, EEO data etc.) according to policy and legal requirements
- ~

Manage agendas/travel

arrangements/appointments etc

# Mar 2015 - Dec 2016 Ray-Hans Precision tools Pvt Ltd(Nest Group) HR Executive

- ✓ Joining formalities, issuing ID card, Bank account oening, Employee PF, ESI formalities
- Handling employee database
- ✓ Leave data preparation & attendance through biometric system
- ✓ Helping in payroll preparation
- ✓ Full and final settlement

### May 2013 - Mar 2015 Vrudhi Outsourcing services (P) Ltd SR Officer (HR)

Attendance collection & salary statement preparation
Taking care of all the issues related to employees and solving them to increase the satisfaction level of the employees related to salary, and other queries pertaining to their job profile, work culture, etc
Maintaining the attendance and leave record of all the employees
Handling various statutory compliance like ESI, PF and EWF and Openingof Bank accounts.
Handling grievances, solving issues and queries.
Full and final settlement Managing advance salary, loans

### Sep 2012 – Apr 13 Liscom Solutions & Services (P) Ltd HR Officer

- ✓ Handling Recruitment & Sourcing from Jobsites, Internal Database, References, Agencies
- ✓ Responsible for complete joining formalities, Generation of employee ids, Appointment letters, , Issuing ID cards etc.
- ✓ Attendance Maintenance of employees through biometric system
- ✓ Implementation of various HR Policies.
- ✓ Salary And Compensation
- ✓ Conducting Saturday beats & various functions.

Opening savings account, fixed deposit, loans etc

- ✓ Various banking activities
- ✓ Handling cash counter

#### Jan 08-May09 Greeshma Flour & oil mills Admin & HRExecutive

- ✓ Providing assistance to MD and letter drafting
- ✓ Providing assistance in salary statement preparation
- ✓ Facility Management, Filing various documents, Proper documentation etc

# Academics

2005-2008	MBA (HR & Marketing)	Calicut university
2002-2005	B.Com(Co-operation) Calicut university	
2000-2002	Plus Two (Higher secondary board kerala	
1999-2000	SSLC	

# **Personal Vitae**

Date of Birth	:	1 <sup>ST</sup> June 1985
Marital Status	:	Married

References will be provided when required