

## HIMA E M

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**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:*

#### Payroll and Compensation

- ✓ Starting from basic salary negotiation to the final remittance of salary.
- ✓ Ensuring the authenticity of the reports related with Salary and compensation.
- ✓ Performance appraisal and grievance handling.

#### Recruitment

- ✓ Sourcing for the suitable profiles through various channels including portals, walk-ins, and head hunting, internal and external referrals and through external agencies.
- ✓ Coordination and conduction of interviews, salary fitment, offer negotiations.
- ✓ joining formalities, coordination for induction, appointment.

#### Employee Relations

- ✓ Handling grievances, solving issues and queries, organising events.

**Oct 2022 - Present**

**Eloit Innovations Pvt Ltd**

**Asst Manager (HR & Admin)**

- ✓ 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
- ✓ arrangements/appointments etc
- Manage agendas/travel

<b>Mar 2015 - Dec 2016</b>	<b>Ray-Hans Precision tools Pvt Ltd(Nest Group)</b>	<b>HR Executive</b>
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- ✓ Joining formalities, issuing ID card, Bank account opening, Employee PF, ESI formalities
- ✓ Handling employee database
- ✓ Leave data preparation & attendance through biometric system
- ✓ Helping in payroll preparation
- ✓ Full and final settlement

<b>May 2013 - Mar 2015</b>	<b>Vrudhi Outsourcing services (P) Ltd</b>	<b>SR Officer (HR)</b>
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- ✓ 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 Opening of Bank accounts.
- ✓ Handling grievances, solving issues and queries.
- ✓ Full and final settlement
- ✓ Managing advance salary, loans

<b>Sep 2012 - Apr 13</b>	<b>Liscom Solutions &amp; Services (P) Ltd</b>	<b>HR Officer</b>
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- ✓ 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.

<b>Nov 10- June12</b>	<b>Edathirinji Service Co-operative Bank LTD</b>	<b>Junior Clerk</b>
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- ✓ Opening savings account, fixed deposit, loans etc

- ✓ Various banking activities
- ✓ Handling cash counter

<b>Jan 08-May09</b>	<b>Greeshma Flour &amp; oil mills</b>	<b>Admin &amp; HRExecutive</b>
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- ✓ 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