



HINS S PANAKKAL

Human Resource and Administration

"Highly qualified HR Administrator with experience in the industry, Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which prides itself."

+918086099299

hinssymon@gmail.com

Core Competencies

Effective Communication



Leadership



Conflict resolution



Critical thinking skill



Interviewing skill



Interpersonal skills



Profile Summary

I am an excellent communicator and enjoy dealing with people in my chosen career, I'm patient person who remains calm under pressure. I'm enthusiastic in my work and like to ensure that I get my work done on time to the correct deadline where necessary.

I'm looking to continue to develop my career in HR and interested in learning any area I can and possibly look to specialize in the future.

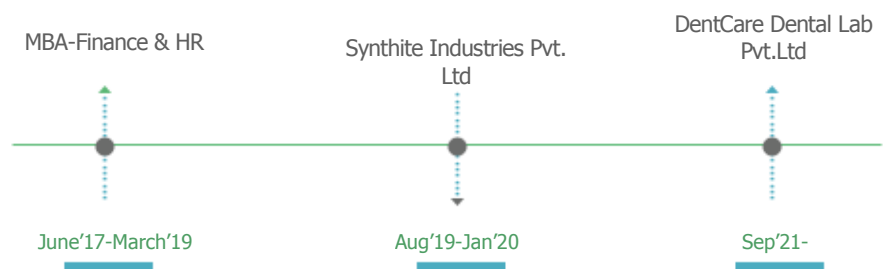
Education

- MBA-HR(2021) from Bharathiar University, Coimbatore
- MBA-Finance(2019) from Bharathiar University, Coimbatore
- B.Tech(2015) in Electronics and Communication from Calicut University

Soft Skills



Timeline



Achievements

- Awarded IIB certified WAN administrator for completing and passing final examination with 90% marks.
- Internship at Dooradarshan Kendra, Thrissur.
- Won various prizes in Art festivals.
- Performed as Department representative and Program coordinator.

Work Experience

➤ **HR Executive at DentCare Dental Lab Pvt. Ltd, Muvattupuzha, Ernakulam**

From 6th September, 2021



Key Responsibilities:

- In-charge of Recruitment & Onboarding
- Screening Job applications from Naukri, Indeed, LinkedIn, company job portals and direct applications
- Conducting preliminary screening
- Conducting direct interview along with HR Manager
- Salary Negotiation
- Issuing Offer letter, appointment letter, Non-Disclosure certificate & IT Policy
- Communicating joining formalities to the selected employees
- Onboarding new employees
- Conducting induction class for new joiners
- Enrolling and updating details of the new joiners
- Issuing identity card and ESIC
- Documentation and updation of employee informations (3000+ employees)
- Grievance handling
- Attendance & Payroll handling
- HRMS handling (iHits)
- ISO Co-ordination

➤ **HR Intern at Synthite Industries Pvt Ltd, Kadayiruppu, Kochi**

From 19th August, 2019 to 17th January 2020



Key responsibilities:

- In-charge of Value stream mapping exercise of HR processes
- Screening Job applications and coordinating for interviews
- Filing HR documents as per legal requirements
- Coordinating HR programs
- Active contributor in the HR operational activities

➤ **Admission Officer at Administration Department- Lakshya CA campus, Thrissur**

From August 2017 to April 2018



Key responsibilities:

- To meet target for admissions
- To understand the client requirement, suggest course accordingly and ensure admissions
- Providing Training and development for Freshers

➤ Faculty in System and Networking Department for Keltron(Government of Kerala PSU)

From May 2015 to November 2015



IT Skills

- **Tools:** MS Office (Word, Excel, PowerPoint)
- **HRMS**



Personal Details

Date of Birth: 30th November, 1992

Languages Known: English and Malayalam

Nationality :Indian

Relationship status-Married

Availability to join: Immediately

Available to relocate-Yes



Reference

Mr. Ashish Abraham Mob-8547395248(Manager-Talent Acquisition-DentCare Dental Lab Pvt. Ltd)

Mr. Johnson Mathew Mob-9846061866 (CHRO for EVM Motors, Cochin)

Mr. Vineeth Mathew Mob- 9946290672(HR Manager-Agappe Diagnostics Limited)