**Reenu George**

 22, Kumaranasan Nagar,

Kadavanthara, Kochi, Kerala

**Phone:** +91 95620 80455 | **Email:** reenugrge@gmail.com

**Objective:**

Dedicated and highly skilled HR Generalist with a decade of experience in human resource management and administration. Proven expertise in managing HR operations, ensuring compliance, and fostering a positive workplace culture. Committed to enhancing employee morale, retention, and productivity through strategic HR policies and initiatives.

**Professional Experience:**

**Akshaya Hospital, Kochi *Dec 2022 – Present***

***HR Officer***

* Performing the entire gamut of talent acquisition-Sourcing, Screening, interviewing and hiring the candidate for various medical and non- medical positions.
* Facilitating Induction and joining formalities issuing appointment letter, contract letter, credentials verification and training all new joiner about policies and benefits.
* Responsible for Personal File Audit Compliance and streamlining the process.
* Attendance & Leave Management
* Conducting Exit Interviews.
* Managing payroll processing for 45employees, adhering t deadlines and ensuring zero errors.
* Implementation of HR Policies, Procedures and updating the changes on timely
* Ensuring that complied with all labor laws and submission of periodical returns
* Adherence to Statutory Compliances of PF ,ESIC and Execution of Labour Laws
* Handling manpower contractor’s statutory compliance audits on monthly basis
* Driving Performance Management System including KRA setting , mid year review and annual appraisal normalization .
* Employee opinion survey to measure the satisfaction level of the employees.
* Managing General Administration activities like Uniform, ID Cards and welfare services like staff accommodation and coordinating with Hospital for medical checkup.
* Attrition analysis and taking pro- active measures for retention.
* Handling internal and NABH accreditations Audits

**Unicorn Uptime Power Pvt Limited, Kochi *July 2014 - June 2018 (Maternity Leave)***

***Assistant Manager HR & Admin***

**Statutory Compliance:**

* Managed and maintained statutory licenses, registers, forms, and abstracts across locations.
* Ensured timely submission of statutory forms and filing returns/notice.
* Implemented compliance programs and conducted employee education on policies and procedures.
* Expertly handled legal compliance issues and coordinated with cross-functional teams.

**Employee Engagement, Welfare Activities, Reward & Recognition:**

* Developed and executed employee engagement calendars, organizing events within budget.
* Celebrated birthdays, festivals, and arranged get-together days.
* Efficiently handled employee grievances and organized policy events and annual functions.
* Implemented a performance-based reward system to acknowledge outstanding contributions.

**Payroll Management & Employee Relations:**

* Verified attendance for salary invoice preparation.
* Coordinated with banks for new account openings.
* Ensured payroll compliance and provided service certificates.
* Managed termination proceedings and conducted exit interviews.
* Implemented an employee feedback mechanism to enhance relations.

**Pre & Post Recruitment:**

* Managed sourcing, hiring, and on boarding of new employees.
* Conducted manpower planning and budgeting.
* Coordinated training and development programs throughout the employee life cycle.
* Administered employee satisfaction surveys and implemented action plans.
* Established a mentorship program for new hires to ensure a smooth transition.

**Administration:**

* Proficient in administration, facilities, operations, security, housekeeping management, and vendor management.
* Introduced cost-effective measures to optimize administrative processes.

**ISO Audit:**

Handling internal Audit and Coordinate ISO audit

**Bookmark India Management, Kochi *June 2013 - June 2014***

***Assistant HR Manager***

* Assisted HR Manager in various HR functions, including recruitment and performance management.
* Organized and managed employee engagement events and celebrations.
* Addressed employee grievances and facilitated conflict resolution.
* Implemented a comprehensive employee recognition program to boost motivation.

**Axis HR Consultancy Pvt Ltd, Chennai *2008 - July 2012***

***HR Executive***

* Assisted in end-to-end recruitment processes and candidate assessments.
* Maintained personnel records and HR databases.
* Successfully managed a team of recruiters, improving recruitment efficiency.

**Key Responsibilities:**

**Education:**

Master of Business Administration (MBA) in HR & Finance - 2008

Bachelor of Commerce (B.Com) – 2005

**IT Skills:**

Proficient in MS Office (Word, Excel, Outlook) and Internet applications.

Personal Details:

Name: Reenu George

Date of Birth: 16th Nov 1984

Gender: Female

Marital Status: Married

Nationality: Indian

Languages Known: Malayalam, Hindi, English, Tamil

Contact Details:

Mobile Number: +91 95620 80455

Email Address: reenugrge@gmail.com

Permanent Address: Kaimaveetil Baby Cottage,

 Pallippad (P.O), Haripad,

 Alleppy (Dist), Kerala, India

Declaration:

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Date:

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