

# RESUME

**ROMEO MATHEW**

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## CAREER OBJECTIVE

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To establish a career in Human Resource segment, by rendering my better service, and utilizing the maximum potential to the organization wherever I work, together to enable the growth of the organization and myself through my service.

## AREA OF EXPOSURE

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- RECRUITMENT, PF , ESI , PAYROLL, IR

## EDUCATIONAL QUALIFICATION

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M B A ( HRM) - Annamalai University (2010)

M.Com - M G University ( 2006 )

Diploma in Computerized Financial Accounting - N C R D C ( 2003 )

## COMPUTER PROFICIENCY

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MS Office, TALLY

## WORKING EXPERIENCE

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### **Total Experience 12 yrs**

- *Now working in Devi Hospital Pvt LTD, Tripunithura as HR Manager (From June 2019 onwards).*
- *Lens and Frames, Near Padma Theatre, Ernakulam as HR Manager (From December 2015 to December 2016)*
- *Muthoot Institute of Technology and Science, Varikoli as Asst. Manager HR, (From August 2013 to June 2015)*
- *Elite Foods Pvt.Ltd, Aroor as a HR Executive (From June 2011to July 2013)*

- *Muthoot Finance Limited - Opposite Saritha Theatre, Ernakulam  
Senior Executive-HRD  
(November 2008 to March 2010)*
- *O E N Limited - Electrogiri, Mulanthuruthy, Ernakulam Dist  
H R Assistant  
(June 2006 to November 2008)*

## JOB PROFILE

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- Recruitment formalities
- Calculation of Salary, stipend, Bonus etc.
- All works related with PF such as monthly remittance, Annual Return, Resignation and Retirement Final settlement etc.
- All works related with ESI such as New joinee updation, Monthly remittance, Returns
- Gratuity
- All works related with Leave such as Tracking Leave, Attendance of employees, Earned leave calculation, Leave encashment etc.
- Incentive Calculation
- Daily shift based manpower arrangements.
- Employee exit formalities such as conducting Exit Interview, Final settlement etc..
- All works related with Inspection of all Govt departments such as
  1. PF Office
  2. ESI Corporation
  3. Factories & Boilers
  4. Kerala Labour Welfare Board
  5. Labour Office
- Submission of returns to Factories and boiler department
- Submission of Quarterly returns to Employment exchange
- Dealings with Panchayath such as Professional tax remittance, Building Tax, Panchayath Licence Renewal etc..
- Renewal of Factory license / shops and commercial establishment licence
- Renewal of Municipal licence
- Settlement of salary arrears.
- Preparation of various monthly reports to the management.
- Works related with Long Term Settlement of workers
- *Industrial Relation. Participated in Incentive and L.T.S Agreement discussion with Trade Union leaders.*
- *Periodic Performance appraisals and increments / promotion advice to management*
- *Employee Database Maintenance.*
- *In charge of personnel files*
- *Taking disciplinary actions against unauthorized absenteeism or any other misconduct and it's related works such as conducting enquiries and issuing punishment order etc.*

## PERSONAL DETAILS

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*Address* : *Pallathattayil house, Market road, Mulanthuruthy P.O., Ernakulam Dist.*

*Sex* : *Male*

*Religion* : *Christian - Jacobite.*

*Date of Birth* : *08-02-1982 (40 Yrs)*

*Nationality* : *Indian*

*Languages known* : *English, Malayalam & Hindi*

*Marital status* : *Married*

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