

AMBILY T J

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OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding at a reputed organization so as to take responsibility and contribute significantly.

Work experience

ABAD fisheries Pvt ltd

1 August 2016 — 8 July 2017 HR Executive

ABAD foods Pvt ltd is an exporting firm comes under the ABAD group of companies. Prepare induction module, performance appraisal form.

Screening the candidates by conducting telephonic interviews

Preparing payroll and address issues arise in relation with salary. Monitoring attendance of employees and rectify the errors if any. Preparing HR reports.

Completing the resignation formalities.

Filing the disciplinary actions and termination letters.

CMFRI- Central Marine Fisheries Research Institute

Office Assistant 10 July 2017 — 31 December 2017

The project GULLS, 'Global learning for local solutions: Reducing vulnerability of marine-dependent coastal communities' is an international project within the Belmont Forum and G8 Research Councils. Participants include teams from nine countries: *Australia, Brazil, India, Madagascar, Mozambique, New Zealand, South Africa, the United Kingdom and the United States of America.*

Preparing report on Human Resource Management for GULLS report. Prepare PPT' for different presentations.

Data analysis, drafting different letters.

Preparing MPR, Field visit and data collection.

ABAD fisheries Pvt Ltd

HR Executive 1 November 2019 — 3 December 2021

ABAD fisheries Pvt ltd is an exporting firm comes under ABAD group of companies Give induction to the employees.

Conduct productivity training programmes for South Indian units. Prepare and arrange training on various subjects.

Update data bank of employees. Complete handling of the payroll. Statutory Filing (ESI, PF, LWF, PT).

Preparing the full and final settlement of employees. Retirement benefit coordination.

Coordinating the smooth functioning of unit under retrenchment/layoff.

Coordinated smooth working of the department under the covid 19 lock down period and ensure timely completion of salary on time.

Took training programme for managers on performance appraisal.

Make necessary arrangements for the time of promotions and salary increment.

HRMS Handling.

Filing the disciplinary actions and termination letters.

Tablez Food Company a part of LULU Group

HR Executive 6 December 2021 — 6 August 2022

Tablez food company is a part of LULU INTERNATIONAL Group, Headed by Shafeena Yusuff Ali, D/O M A Yusuff Ali. Having business diversities in Retail, Food and Beverages.

Recruitment-screening resumes, Coordinating the interview, arranging the interview meetings, updating the interview status.

Preparing and issuing the Appointment letters. Coordinating and completing the entire joining formalities.

Arranging the induction programme and work schedules.

Statutory filing ESI PF LWF PT

Taking exit interview and arranging smooth exit clearance.

Arranging Employee engagement activities.

Training and development,HR Desk management.

Choice canning company
Assistant Manager HR 12 August 2022 to till date

Handling the role of factory HR, responsible for entire HR functions of factory in Kochi, Kuzhuppilly, Head Office- Chennai and coordinating HR activities of Andhra location.

Negotiation with labour unions with regard to wages, bonus etc.

Coordinating all labour contractors, monitoring the validity of labour license, labour contract agreements etc. ensuring proper updates sharing to the team on time.

Monitoring the factory accommodation (ladies and gents).

Salary processing, ensuring statutory compliance like ESI, PF, LWF, PT etc.

Recruitment, completing joining formalities, hr induction, department familiarization and hand over the new joinee to the parent department.

Training and development of employees and workers.

Ensure proper documentation for social audits like BAP, BRC, BSCI, customer audits like Walmart, Fishin etc.

Ensure town hall meeting, departmental meeting and documentation.

Handling software like VICI, NAV, AVANTIS, ZETA HR.

Labour office visiting for making amendments in standing order, labour license, ISM welfare etc.

Meeting political parties for donations, and also for maintaining a good rapport.

Meeting the health inspector in relation with all the activities ensuring the health and

safety, waste management etc.

Coordinating and arranging all events and celebrations in connection with factory like Onam, Christmas, Dusra, Choice Day, Independence Day, Womens Day etc.

Education

MBA (HR and Fisheries Business Management) 6.41/10 (KUFOS) 2016

Bachelor of Science (zoology) B+ (3.07/4) The Cochin College (MG university) 2014

Higher Secondary (VHSE-MLT (Medical Laboratory Technician))
81.75% S.D.P.Y.G.V.H.S.S (2011)

Secondary, 73% C.B.S.E Jnanodayam public school (2009)

Certification

Certified HRBP (SkillDeck)

Certificate number: SD 3171/SEP/WK-1671

Skills

- Leadership skill
- Communication skill
- Quick learner
- Ability to work in teams
- Capable of organizing, controlling, and coordinating.
- Presentation skill
- Adaptable and self-motivated

Languages

English
Malayalam

Interests

Dancing, cooking, travelling

References

References available upon request