**HARIKRISHNAN.R** **+91-8848663414,9495331269**

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**Mannuthy, Thrissur**

**PROFESSIONAL SUMMARY**

Experienced in the field of Human Resource Management. Handled HR activities for firms in Textile, Advertisement, Automobile and Finance.

**WORK HISTORY**

**1.Proprietor, Own Business – Retail, Aug 2018 – Jan 2024, Ernakulam**

* Multi Brand Innerwear shop at Mulanthuruthy, Ernakulam
* Shop name: **Women’s Galore**
* Focused on retail sales of women’s innerwear.
* Associated Brands: V-star, Blossom, Teens Lifestyle, Twin birds, Intimacy, Jockey, Prithvi, Body care, Trylo, Body rhyme etc.
* My wife and I have been running the business for the last 5+ years.
* **Closed the Business on Jan 31st 2024** due to a treatment for my wife. As she has been undergoing treatment for the last one year, it has become hard for both of us to be in the shop always and that has affected the sales too. So finally decided to close the Business.

**2.Assistant HR Manager, JELITTA PUBLICITY AND GROUP FIRMS, July 2013- Nov 2017, Kottayam**

The job includes managing the HR activities of parent company (Jelitta Publicity) and group firms. **I reported directly to the CEO in this firm.**

**Group Firms:**

* Jubily Hero- “Hero motocorp” two-wheeler dealership
* Finvent Finance Ltd- An NBFC

**Job Responsibilities:**

* Manpower Planning and Recruitment
* Induction
* Compensation Planning
* Performance appraisal
* HR policy creation based on recommendation from management
* Assist in payroll preparation by providing relevant data (attendance, leave)

& cross-checking the payroll data before proceeding for salary processing

* Employee database management
* Time and attendance management

**3.HR Executive, KITEX GARMENTS LTD., Sept 2010 – June 2013, Kizhakkambalam, Aluva**

**Job Responsibilities:**

* Employee relations and welfare
* Recruitment Coordination
* Induction Process
* Database management of staff (Hard copy and Soft copy)
* Employee Grading based on performance
* Grievance handling
* Handling HR part in factory (compliance and security) audit carried out by buyers through external inspection agencies. (C-TPAT & WRAP)

**4.Store Supervisor, Trinethra Super Retail Pvt Ltd (“More Retail”) Dec 2008 – Aug 2010, Kottayam**

**Job Responsibilities:**

* Administration of retail store including sales
* Customer Relations
* Employee Management
* Stock Management
* Store Sales Promotion
* Cash Management

**EDUCATION**

**MBA, Marketing and HR DEC 2008**

DC School of Management & Technology, Vagamon, Idukki

**BBA, General Management JUL 2005**

Calicut University SDE

**SKILLS**

* Manpower planning, Recruitment, Induction
* Reporting, Documentation, Database management
* Employee relations, Grievance Handling, Welfare

**LANGUAGES**

* Malayalam
* English

**PERSONAL DETAILS**

* DOB :18-03-1985
* ADDRESS: Pranavam, Sreelakshmi Nagar, Mannuthy PO, Thrissur-680651