

ASTEL ANTONY

HR and Admin Executive



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Gothuruth, Pin 683516

Human Resource Executive with expertise in organization and administration with good communication skill. Expertise in HR activities such as completing the joining formalities of employees, Keep and maintain employee's database, monitoring their attendance and complete their exit interviews.

PROFESSIONAL EXPERIENCE

LUXON MOTORS Pvt Ltd HR and Admin Executive

Ernakulam, Kerala
November 2022–Present

- Handling recruitment process such as reviewing resumes and scheduling interviews
- Facilitating and preparing onboarding of the new joiners
- Assist in various documentation processes as well as maintaining and managing of employee files or records
- Act as a liaison between the company and the employees by handling phone calls, questions and other details before and after interview
- Gather payroll data like bank details and leaves of the employees
- Monitoring the attendance of employees and collating the group attendance
- Oversee daily operations of the HR Department
- Enrolment of ESIC and EPF for employees
- Complete the exit formalities of resigned employees and process their final settlements

EDUCATIONAL QUALIFICATION

2020-2022 **MBA in HR and Marketing**

Anna University

2017-2020 **BACHELOR OF BUSINESS ADMINISTRATION**

MG University

SKILLS AND COMPETENCIES

- Ability to manage a varied workload in a fast-paced environment
- Can work independently and as a team
- Proven ability to build relationships at all levels
- Approachable and adaptable to working in varying environment
- Polite and professional telephone manner

DECLARATION

I hereby declare that all the information provided in this resume is true and accurate and best of my knowledge. Finally, I request the concerned authorities to provide me a chance, So that I can prove best of myself

ASTEL ANTONY