

LUXY D

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**CAREER OBJECTIVES**

A fulfilling career in HR that provides opportunities for personal and professional development, brings contribution to the organization's effectiveness in order to take the company to the top position wherever I belong.

EDUCATION QUALIFICATIONS

Qualification	Board/University	Institution	Year	Percentage
MBA(Human resources and Finance)	Bharathiar University	CMS Academy Of Management and Technology	2021	82%
BBA	MG University	JPM Arts and Science college, Labbakkada.	2019	85%
HSE	Kerala Board	PHSS Elappara	2016	80%
SSLC	Kerala Board	PHS Elappara	2014	74%

WORK EXPERIENCE

- **April'2022 to Still date**
Organization: Kovai Medical Center and Hospital Ltd.
Designation : Junior HR Executive

Key Responsibilities:**Recruitment:**

- ❖ Responsible for full-life cycle recruitment for onsite positions at KMCH Hospital (5 branches).
- ❖ Responsible for full cycle recruitment activities to include job analyses, sourcing, recruitment, interviewing, hiring and on-boarding communication to ensure the timely hiring of competent staff.
- ❖ Developing and implementing proactive and creative recruitment and retention strategies to ensure maintenance of staffing levels needed to provide high quality patient care.
- ❖ Interviewing and presenting qualified lists of pre-screened candidates to hiring manager; extend job offers to selected candidates; compose and negotiate salaries; initiate the pre-employment screening process.
- ❖ Sourcing candidates for all positions from various social media sources (LinkedIn, Naukri & Newspaper).

- ❖ Acting as liaison between HR, management and employees regarding HR policies and procedures
- ❖ Maintain accurate records of all recruitment activities
- ❖ Develop and implement recruitment strategies to meet organizational goals
- ❖ Provide feedback to candidates on their applications and interviews
- ❖ Negotiate job offers and coordinate onboarding activities
- ❖ Monitor and analyse recruitment metrics to identify areas of improvement
- ❖ Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation

Training & Development:

- ❖ Scheduling and arranging training while coordinating with external trainers and training programs
- ❖ Identification of training needs and nominating candidates for training.
- ❖ Coordinating with the External Trainers regarding the Training schedule
- ❖ Scheduling the Training Program & collecting the Feedback
- ❖ Encouraging participation of employees in various organizational events.
- ❖ Issuing training certificates after completion of the training.
- ❖ Conducts annual training programs and evaluating their effectiveness
- ❖ Evaluation of the employees post training program.

HR Administration:

- ❖ Maintain HR records, including employee files, compensation, and benefits information
- ❖ Handle employee relations and resolve any workplace conflicts or issues
- ❖ Designed Policies and Various HR Forms and Induction Program.
- ❖ Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- ❖ Preparation of full and final settlement
- ❖ Generation of Experience Letters, Relieving Letters
- ❖ Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
- ❖ Responsible for on time remittance of PF, ESI, Annual returns submission, PF claims settlement

WORK EXPERIENCE

- **JULY'2021 to MARCH'2022**
Organization : Lebenziel Educational Service Ltd
Designation : HR Executive

Key Responsibilities:

- ❖ I'm perform necessary administrative tasks in the Human Resources department, such as staff management, hiring processes, social welfare & archiving of HR records.
- ❖ Coordination with Technical panel and understanding their requirements, defining job positions.
- ❖ Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- ❖ Short listing the resumes based on desired skills and experience.
- ❖ Advertising vacancies, screening and short listing resumes.
- ❖ Conducting telephone and Personal interviews in coordination with department heads.
- ❖ Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- ❖ I Coordinate with staff recruitment and selection process in order to ensure timely recruitment of staff. Prepare and put up advertisements for job vacancy in various social media.

SKILLS:

- ❖ Recruiting
- ❖ Training and developments
- ❖ Payroll
- ❖ Employee engagement
- ❖ HRIS system
- ❖ Compensation & Benifits
- ❖ IR / Statutory

LANGUAGES

English, Malayalam, Tamil

PROJECTS

Project Title : A study on Effectiveness of positioning strategy towards Thanwanthari pvt Limited.

Description : The project focuses on positioning strategy, objectives, advantages and disadvantages etc, towards Thanwanthari pvt ltd.

PERSONAL DETAILS

- | | |
|---------------------------------|---|
| ❖ Mother's Name | :- Dhanya |
| ❖ Father's Name | :- Dharmaraj |
| ❖ Permanent Address | :- paraickal (H) Haileyburia (po) Elappara, idukki, kerala-685501 |
| ❖ Date of Birth | :- 07-12-1997 |
| ❖ Language Known | :- Malayalam, English & Tamil |
| ❖ Marital Status | :- Single |
| ❖ Nationality | :- Indian |
| ❖ Interest & Hobbies | :- Travelling, listern to music, Reading books |

DECLARATION

I declare that the above written information is true to the best of my knowledge and belief.

Place: Idukki

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Signature