

HR PROFESSIONAL

KOSHY.P.SHAJI

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Career Objective

To work for a professional institution with full enthusiasm & achieve excellence in my field, where I can utilize my knowledge, skills & abilities efficiently, adding value to the institution.

Summary of Experience

DURATION	DESIGNATION	COMPANY / FIRM
08/07/2019 to till now	HR Manager	Citymax Enterprises
04/02/2019 to 05/07/2019	HR Manager	AiswaryaMotors, Dealership of TVS MOTOR Co.Ltd
03/05/2017 to 30/11/2018	HR Assistant	Mount Zion Medical College Hospital, Adoor, Kerala

HR Assistant-Mount Zion Medical College Hospital, Adoor, Kerala from 03/05/2017 to 30/11/2018.

Mount Zion Medical College is a 500 bedded Multi Specialty Hospital with all the major departments like Internal Medicine, general Surgery, Obstetrics and Gynecology, Orthopedics, Radiology, Cardiology, Paediatrics, Ophthalmology, Psychiatry, Dentistry, Anesthesiology and Dermatology.

Duties and Responsibilities

- Implement effective sourcing, screening and interviewing techniques.
- Giving appointment orders and issuing relieving order to Clinical and Non-clinical Staffs
- Maintaining duty rosters and service aspects which include monitoring the attendance, leaves.
- Documentation works for HR Dept.
- Handling Salary and benefits packages, over time and under time, ESI, PF.
- Compile and update employee records (hard and soft copies).
- Assist in payroll preparation by providing the relevant data (absence, bonus, leaves)
- Allowances, Air ticket reimbursement, Leave salary etc.
- Implement performance review procedures (e.g. quarterly/annual and 360° evaluations).
- Manage employees' - Patient grievances.
- Worked as a Coordinator of Grievance Cell in the training period.
- Worked in the establishment team of Mount Zion International University, Rwanda, Africa.
- Responsible for organizing the HR department for various academic inspections of the Medical Council of India, KUHS and other Governmental bodies.

HR Manager– AiswaryaMotorsPathanamthitta,Dealership of TVS MOTOR Co.Ltd.

From 04/02/2019 –05/07/2019

TVS Motor Company is a multinational motorcycle company headquartered at Chennai, India. It is the thirdlargest motorcycle company in India. TVS Motor Company is also the 2nd largest exporter in India with exports to over 60 Countries.

Duties and Responsibilities

- Manpower Planning, Conducting interviews, Conducting Joining Formalities, Induction Programs , Personal File Management(hard and soft copies) , Attendance Management, (Both Offline and Software) Payroll Management, Performance Management, Conducting Training, Preparing JD andFull & Final Settlement
- Preparing Employee records as TVS MOTOR Co. Standards, Performance Management and Feedback, Conducting Exit interview.
- Efficient skills in Employee Relations, Human Resource, & Professional Recruiting.
- Following up with the interviewed candidates with their feedback, offer letter, employment contracts,joining dates etc.
- Managing the bank application for the new joiners & deletion for the leavers.
- Working with payroll team to ensure that new employees are added to payroll & any amendments arecommunicated by the monthly cutoff date.
- Available for staff at all levels to advise, counsel & assist with problems/queries.
- Drafting salary calculations and employment contracts.
- Introducing new employees to the philosophy/ethics and history of the organization and its strategicvalues & general orientation of premises.
- Act as front-line staff for general organizational questions and leave/salary concerns.
- Maintained Employee Disciplines and employee relations.
- After consultation with the Departmental Managers, Develop a pool of qualified candidates inadvance of need.
- Ensure adequate preparation for visits by external regulatory bodies and participation in weeklymeetings with the team manager.
- Monitoring the implementation of standards and provide timely feedback to the respective heads ofunits, on the Manager's behalf.

HR Manager– Citymax Enterprises (Leading Optical Chain Kerala) from 08/07/2019to till now

Duties and Responsibilities

- Manpower Planning, Attendance Management, (Both Offline and Software)
- Payroll management and updating
- Conducting interviews, Conducting Joining Formalities, Induction Programs,Personal FileManagement (hard and soft copies)
- Registering Employees to Legal bodies ; WWF, Preparing Employee records
- Represent Organization and Communicate with public services when required.
- Handling branch procedures and making daily meeting with Branch Managers and Custodians.

- Issuing Leaves as per firms standard.
- Allocating the employees for the vacant spaces while others take leave.
- Monitoring day today activities of employees through their reports.
- Issuing bank application for the new joiners & deletion for the leavers.
- Introducing new employees to the philosophy/ethics and history of the organization and its strategic values & general orientation of premises.
- Conducting Exit Interviews and reporting to the management
- Conducting HR Inspections and HR Audit in all branches and took necessary actions
- Handling all documentation Procedures regarding HR dept.
- Handling Socio-Political activities on behalf of Company
- End to end HR Activities.

Summary of Qualifications

<u>Institution</u>	<u>Board/University</u>	<u>Course</u>
Mount Zion College Of Engineering, Kadammanitta, Kerala	Mahatma Gandhi University, Kottayam, Kerala	M.B.A In Human Resource Management & Marketing
Chartered Academy Pathanamthitta, Kerala	Madras University Chepauk, Tamil Nadu	MA Economics
VVM College of Arts, Science & Management Studies, Kottarakkara, Kerala	Madurai Kamraj University Madurai, Tamil Nadu	PG Diploma in Public Relations
NSS College, Pandalam, Kerala	University of Kerala, Thiruvananthapuram, Kerala	BA Economics

INDUSTRIAL EXPERIENCE AND CERTIFICATE

Project Study : Two-month Project Study at **Primus Gloves Pvt Ltd, CSEZ, Kakkanadu, Cochin**

Project Topic – **Employee engagement in management Decision Making**

Organization Study : One-month Organizational Study at **The Travancore Sugars and Chemicals Ltd, Thiruvalla, Kerala**

Industrial Visit: 1. Has visited **Lockhart Tea Factory**, Munnar in August 2015
2. Has visited **Lazza Ice Cream Factory**, Ernakulam in August 2016

Certificate : Lean Six Sigma Green Belt with A grade under De Quest Management Services

PROFESSIONAL SKILLS

- Good communication skills
- Team management, Leadership and effectively handling the situations
- Having good knowledge in MS-Office tools
- Handling the documentation procedures in HR Department
- Having good knowledge in Web Browsing.
- Health & Safety
- HR Investigations
- Employer Branding
- Welfare Activities

PERSONAL DETAILS

Date of Birth : 22/11/1994
Sex : Male
Marital Status : Single
Father's Name : Shaji P Koshy (late)
Mother's Name : Aleyamma Shaji
Permanent Address : Puthenparampil, Peruvelikkara P.O, West Kallada,
691500 Kollam, Kerala, India
Religion : Christian
Nationality : Indian
Passport Number : P6562783
Date of Issue : 24-04-2017
Date of Expiry : 23-04-2027
Hobbies : Pet Care, Travelling, Social Activities
Languages known : English, Hindi, Malayalam

Declaration

I hereby declare that the information provided above is correct and true to the best of my knowledge

Koshy P Shaji