



# DHISON MALKI C

ADMINISTRATIVE HR

## SUMMARY

Experienced HR professional with 7+ years of administrator experience. Demonstrated skills in managing records, responding to employee questions and providing operational support. Passionate about database management and working with new hires to ensure effective onboarding.

## EDUCATION

**PONJESLY COLLEGE OF ENGINEERING | Kanyakumari, TN**

MBA IN HR 2013-2015

**CSI INSTITUTE OF TECHNOLOGY | Thovalai, Kanyakumari, TN**

BE (EEE) 2008-2012

**GOVERNMENT Hr. Sec. SCHOOL | Boothapandy, Kanyakumari, TN**

HSC 2007-2008

**GOVERNMENT Hr. Sec. SCHOOL | Boothapandy, Kanyakumari, TN**

SLSC 2005-2006

## EXPERIENCE

**Sakthi Engineering Works | Kudankulam, Tamil Nadu.**

Electrical Maintanance Supervisor May 2012-May 2013

**Sakthi Engineering Works | Kudankulam, Tamil Nadu.**

Administrative HR JAN 2015-JULY 2021

**Lemuria Martial Arts | Nagercoil, Kanyakumari, Tamil Nadu.**

Administrative HR Aug 2021- March 2023

## CURRENT WORKING

**COLLMAN SERVICES | Coimbatore, TN.**

Branch Admin HR May 2023-till date

Recruited and identified promising candidates. Conduct periodic and regular benefit plan evaluations. Review current contracts and ensure communications with all parties throughout the decision process. Administer short-term disability plans, leave of absence, and paid time off for all employees. Request staffing needs from department managers to avoid understaffing. Recommend appropriate training for new hires.

## CONTACT ME

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Nagar, Ramanathapuram,  
Coimbatore 641045

## OTHER SKILLS

Maintaining discipline among employees  
Hard Working  
Strong Management Skills  
System Orientation  
Creativity  
Leadership  
Problem Solving

## SKILLS

MS OFFICE	<div><div></div></div>
WINDOWS OS	<div><div></div></div>
AUTOCAD	<div><div></div></div>
OUTLOOK	<div><div></div></div>
PRESENTATION	<div><div></div></div>
WEBMAIL	<div><div></div></div>

## JOB RESPONSIBILITIES

HR Planning  
Recruitment & Induction  
HRIS/MIS  
Time Office and Payroll  
Employee Relations  
Exit Formalities.