



Jishi Gangadharan
HR Professional

Location : Kalamassery
Seaport Airport Road
Ernakulam



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Summary – 6+Years in HR

A performance driven human resources professional with over 6 years of experience in Recruitmet, Payroll, Statutory Compliances, and other HR Functions.

PROFESSIONAL EXPERIENCE

Job Title : Sr.HR Executive, Kerala Circle

Company Name : Innovel Energy Services Pvt Ltd – May2024 Current

Managing end to end HR process for the Blue collar employees

Job Title : Sr.HR Executive

Company Name : MSP Retail Pvt Ltd , Max Fashion | Head Count – 650+

Period : June2022 – March2024

Industry – Retail Clothing & Footwear

Reporting to HR Manager

Roles & Responsibilites :

- Payroll Management
- Compliance Litigations / Dispute
- HR Documentation
- Compensation & Benefits Management
- Employee Relations
- HRMS Management
- Pocket – Payroll

Job Title : HR & ADMIN MANAGER

Company Name : Autonity & Bandidos , | Head Count -300+

Bike accessories wholesale & retail sale.

Period : March2020 to October 2021

Industry – Automobile /Automotive

Reporting to BOD, CEO & GM

Roles & Responsibilites :

- Employee Onboarding Process

QUALIFICATION

MBA HRM – Bharathiar University
[2015 – 2017]

BSc Statistics – Calicut University
[2004 -2007]

TECHNICAL QUALIFICATION

Computer Literate – MS Word,
MS Excel & PowerPoint

Professional Course

HDC & BM [2008-2009]

Higher Diploma in Corporation
& Management

Personal Strength

- Positive Attitude
- Punctuality
- Sense of responsibilities
- Ability to handle pressure & meet deadline
- Honesty
- Enthusiastic and energetic at all phase of life
- Ambitious, career driven,

Skills

Teamwork

Time Management

Work Ethic

Leadership

Attention to detail

Interest

Travelling

Music

- Payroll
- Exit Formalities
- Recruitment (Recruited & screened qualified potential employees)
- Benefits & Compensation
- Salary Slip
- Documentation & Record keeping (Keeping Personnel, General files physical & digital)
- HR Statutory compliances - esi , epf labour works
- Create and update records and database with personnel , and other data.
- Manage Phone calls& correspondence
- General office management such as ordering office stationary, coordination office activities and operations to secure efficiency and compliance to company policy.
- Maintaining health and safety at work place.

Job Title : HR Executive

Company Name : Corporate Services, HR Consultancy

Period : Aug2018 to March2019

Industry – HR Statutory & Legal Compliances

Roles & Responsibilities :

- Handling Statutory Compliance of various establishments
- Payroll
- ESI , EPF Online payments
- EPF Claim settlement , Documentation & Record keeping
- Profession Tax
- Labour Registration etc
- Client coordination

Family Details

Fathers Name : T K

Gangadharan

Mothers Name : Prasanna

Gangadharan

PERSONAL PROFILE

Date of Birth : 21/01/1986

Gender :Female

Marital Status : Single

Nationality : Indian

Blood Group : O+

Languages Known :English,
Hindi &Malayalam

Job Title : HR Associate

Company Name : Kalyan Mobikes Pvt Ltd, | Head Count -100+
Puzhakkal Thrissur

Period : July2016 to March2017

Industry : Automobile

Is a top company in the category Motorcycle Dealers, also known for Motorcycle

Payroll , Statutory Compliances and other HR Functions.

Reporting to Finance Manager

Roles & Responsibilities :

- Payroll
- Recruitment
- Joining & Exit Formalities
- Documentation & Record Keeping
- HR Statutory Compliances

Job Title : HR Executive

Company Name : Norms Management Pvt Ltd , Legal Services in Thrissur

Period : Jan2012 to March2015

Industry – HR Satutory & Legal Compliances

It is a reputed labour law consultancy organization having state wide managed by a team of legal experts and officers retired from various Related depts like ESI , EPF , labour and rehabilitation , factories & boilers etc .

Expertise in the area of Payroll Services&Day today Updates

Roles & Responsibilities :

- HandlingStatutory Compliance of various establishments
- Payroll
- ESI , EPF Online payments
- EPF Claim settlement , Documentation & Record keeping
- Profession Tax
- Labour Registration etc

I hereby declare that all the above furnished information is correct and true to the best of my knowledge and belief.

Place : Ernakulam

Date :