

RESUME

MR. PRAMOD MANIKANDAN NAIR

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OBJECTIVES:

- To grow in a competitive & professional environment where I can apply my knowledge, managerial skills & analytical skills effectively to achieve organizational goals.
- Looking for a role which can enhance my working skills and can perform to my level best.
- Looking for a recruiter cum generalist profile which can enhance my skills and give me a opportunity to show my talents.

Work Experience:

Currently Working in Thyrocare Technologies Limited as HR Executive from 03rd April 2017 till to date.

Duration : 03rd April, 2017 to till date.

Job Responsibilities :

Recruitment:

- Sourcing, screening and shortlisting resumes through various job portals and internal reference.
- Shortlisting the resumes based on desired skills and experience.
- Conducting telephonic round of interview for the candidates.
- Follow up with the selected candidates to confirm their joining dates.
- Negotiate on salary and notice period of the candidates.
- Maintaining and updating database of potential, prospective and rejected candidates.

Consultancy:

- Identify new consultancy and make them form agreement for closing the open positions.
- Explain the job description to consultancy for getting an idea about the company and its job role.
- Follow up with the consultancy for acceptance of agreement and start working on requirements.

Campus :

- Identify colleges for campus recruitment and make them agree regarding our company requirements.
- Follow up with the campus for giving basic facilities and start campus drive on time.
- Explain the job description to campus authorities for getting an idea about the company and its job role.

Offer Letter Preparation:

- Preparation of offer letters for the shortlisted candidates .
- Release of offer letter to the shortlisted candidates on time.
- Persuasion of offered candidates for getting joined after solving their queries.
- Prepare update on OL on daily, monthly and weekly basis.

Joining Formalities :

- Conducting the Orientation and Induction of on boarded employees.
- Providing training to new joiners within the departments.
- Maintaining employees personal files and records.
- Issuing of Id Cards to the new employees.
- Coordinating with the accounts department for opening salary accounts for new hires within the organization.

Worked as HR, Accounts & Admin Executive in an leading media and advertising company **Big Trunk Communications Pvt Ltd.**

Duration: 07th September, 2015 to 31st March, 2017.

Work Profile:

Accounts/Admin:

- Prepare ledger accounts for the invoices received from vendors and recording the same.
- Prepare Release order for the campaign and send it to the vendors for successful implementation of the campaigns.
- Maintain and update the daily expense sheet, reimbursement sheet and invoice prepared sheet.
- Generate salary slips and give it to employees on monthly basis.
- Maintain employee welfare by providing them with good working environment and adhering to the rules and regulations framed by company management.
- Liaison with third party vendors for fulfilling of day to day needs and record the same.
- Organize events for team members with the consent of management as part of employee engagement activities.
- Present and seek report on approval for getting organizing of events and successful implementation of the same.
- Inspect and supervise the proceedings in the Maintenance and renewal of AMC Contract.

Human Resources:

- To look after the joining formalities of the candidates those who got joined.
- To provide them with training and induction regarding the company rules and regulations.
- To prepare ID cards for those who joined.
- To activate bio metric for the employees those who joined.
- To prepare salary slips to the employees.
- To look after the leaves and update it in the system
- To arrange employee engagement activities for the staffs.

Achievements:**2019 :**

Feb : Attended campus drive in Andhra Pradesh and achieved the targets.

Jan : Conducted the campus drive in south zone without expenses to company.

2018:

Nov – Dec: Conducted campus drive in Kerala,Tamil Nadu, Karnataka and Andhra Pradesh .

Conducted campus drive at a low cost.

2017 :

July : Had 10 joiners in the month of July 2017 and was the Recruiter of the month.

ACADEMIC QUALIFICATIONS:

YEAR	EXAMINATION	BOARD/ UNIVERSITY	PERCENTAGE/ GRADE
APRIL 2013	T.Y.B.COM (BANKING & INSURANCE)	MODEL COLLEGE DOMBIVILI	1 ST CLASS
APRIL 2015	S.Y.M.COM (BANKING & FINANCE)	MODEL COLLEGE DOMBIVILI	GRADE A
JUNE 2014	PGDM-DLP (HUMAN RESOURCES)	WELINGKAR INSTITUTE OF MANAGEMENT	1 ST CLASS
JUNE 2015	PGDM-II (HUMAN RESOURCES)		1 ST CLASS

Key Skills :

- Well conversant with MS Office Packages
- Working knowledge in internet.
- Confident
- Hardworking
- Good communication and persuasion skills.

PERSONAL DETAIL:

Date of birth: 23rd December 1992

Sex: Male

Marital status: Single

Languages known: English, Hindi, Marathi & Malayalam

PRAMOD MANIKANDAN NAIR