**Jeevin V**

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**CAREER OBJECTIVE**

To obtain a position in the HR team of a professionally managed organization, contribute to achieving its goals and create a niche for myself in Human Resource Management.

**PROFESSIONAL SYNOPSIS**

An organized and performance driven detail-oriented HR professional with diversified total 1 year of experience in Human Resources operation, especially in On-Boarding, Induction, Conflict management, Background Verification, Employee Relation, Employee Counseling, HR Data Analysis, HR records & database management etc. An efficient communicator, possessing sound Interpersonal and Team Management Skills.

**PROFESSIONAL EXPERIENCE**

**Sri Mookambika Infosolutions**

* Worked as HR executive from 03 Apr-2019 till Date.
* Coordinating with new joiners to complete Joining formalities.
* File Creation & collecting documents - ID Address Proof, Educational Certificates, Previous employment Offer, Payslip & Relieving docs, Resume, Job Application, Photos.
* Providing Offer Letter, Appointment order & NDA.
* Creating HRMS Profile & login credentials.
* Welcome Mail.
* Enrolling & Assigning access in Biometric server and pushing data's to required premise devices.
* Providing Aadhar, Joining formality excel, letter and necessary docs to finance Team.
* ID card Preparation & Printing for new joiners.
* Handing over the new joinee to the respective reporting manager.
* Updated ID card for promoted employees.
* HRMS maintenance and weekly/monthly attendance closure for all SMI employees.
* Weekly attendence (LOPs) closures and reminder mails to employees on Monday, Tuesday & Wednesday.
* Employee Benefits: Accomodation, Grievance and support of Statutory such us ESI Adhaar updation, E pehchan issuance & EPF corrections, partial withdrawal & transfers.
* Maintain the employee attendance in HRMS and generate the attendance report by online system & Manual report(support Staff) for the salary process.
* Relieving Intimation and Due Closure.
* Providing Service Certificate and F& F Statement.
* Visiting Employees in Accomodation and getting their feedbacks and checking the neatness.
* Visiting office premises.

**SLK Global Solutions**

* Worked as HR executive from 03 May-2018 till 29-Mar-2019.
* Expertise in managing HR operational functions.
* An Onboarding specialist with complete ownership on the Onboarding & Post Onboarding Program for the associates.
* Single handedly managing Background Verification with internal & external stakeholders.
* Responsible for New Hire Orientation - Acquainting the new employee of the HR policies and enrolling them into the benefits provided by the company
* Assist in compiling various HR metrics and analyzing, reporting & identifying trends within the organization
* Develop & implement HR policies & Procedures.
* Managing all records /personal files & database of employees in HRIS
* Handled external & internal audits.
* Exit Management – Closure of accounts and service certificate
* Engagement & HR Operations
* Driving employee engagement initiatives like HR touch point sessions, meeting with leadership, Team building off-sites, celebrations etc.
* Physical and Logical access initiation, Activation and modification as per Process manager’s request.
* Validating the Provisional billing, monthly report raised by vendors.
* Representing Audits As per schedule shared by ESRG Team.

**Career Highlights**

* Prepared Ready Reckoner for new joiners.
* Go to Person in the organization.
* Implemented best industrial practices for enhanced employee satisfaction.
* Cmpliance on all day to day operations.
* Streamlined Onboarding & Background verification process.
* Data Management, Employee Relations, Payroll, Multi-tasking, Learning Attitude.

**TNQ Books and Journals**

* Worked as Copy Editor from 10-June-2015 till 15 Jun-2017.
* End to End journal publishing process.
* Involved in the success of team. Consistently achieved the targets in my job and thus added value to my company. Done quality check in files done by juniors.
* Proficient in XML.

**Academic qualification**

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| --- | --- | --- | --- |
| **Degree** | **Year of Passing** | **College** | **Percentage** |
| MBA | 2017 | Anna University Distance Education | 65% |
| BE (ECE) | 2015 | Loyola Institute of Technology and Science | 72% |
| HSC Exam | 2011 | Child Jesus Matric Higher Secondary School | 68% |
| SSLC Exam | 2009 | May Flower Matric Higher Secondary School | 65% |

**ADDITIONAL CERTIFICATION**

* Certified in **“WIRELESS COMMUNICATION”** in Loyola institute of technology and science
* Done Implant training in **VI Microsystems**, Chennai, based on Embedded Systems.

**ACCOMPLISHMENT AND HONOURS**

* Actively participated in ***social service*** during school days.
* Got many medals in sports.

**ORGANIZATIONAL AND PLANNING EXPOSURE**

* Systematically planned, Organized and conducted Inter College Symposium in our College during Engineering.
* Organized Many Functions and sports competitions in Church.

**HOBBIES**

* Play Badminton regularly and participate actively in sports activities
* Maintaining Physical fitness.

**PERSONAL INFORMATION**

* Date of Birth : 17/09/1993
* Gender : Male
* Marital Status : Single
* Permanent Address :“Adonai Shammah”, Poovanchanthi, Karungal (po), Kanyakumari dist., Tamil Nadu 629157
* Languages known : English, Tamil, Malayalam, Kannada
* Nationality : Indian