

SRIJITH G.

**SRINIKETH
VADAKUMTHODAM LANE
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CAREER OBJECTIVE

A dynamic professional capable of establishing a career in a reputed organization by contributing my skills, attitudes & abilities that offers growth opportunities and add values mutually.

PROFESSIONAL SUMMARY

- ▶ Worked in Muthoot Group, Corporate Office, Kochi
Designation – HR Executive
Date of Joining – 10th November, 2014
Job Responsibilities – Sourcing and Screening of Candidates, Conducting telephonic/personal rounds of interviews, On boarding Activities, MIS Reports, Employee Performance Appraisal , Training Co-ordination, Employee Engagement ,Maintaining leave records, Preparation of full and final settlements.
- ▶ Worked in Northgate Arinso Pvt Limited, Infopark, Kochi.
Designation- Associate
Date of Joining- 28th January, 2013 to 19th March,2014.
Job Responsibilities – Handling End to End Payroll of the client, Handling Employee data Management like Hiring, Termination, Leave Management, Benefits, Adherence to SLAs, Documentation handling, Dealing with Employee enquiries and grievances.
Expertise in – ADP, PeopleSoft, Resource link
- ▶ Worked in SBI Life Insurance, Divisional Office, Chegannur.
Designation – Executive Trainee
Job Responsibilities - Recruitment of Financial Advisors, Customer grievance handling, Dealing with sales pitch and targets of products.
Date of Joining- 06th August, 2012 to 25th January 2013

ACADEMIC QUALIFICATIONS

- ▶ MBA (HR& Marketing), TKM Institute of Management, Kollam, Kerala University(2010-2012)
- ▶ BSc. (Physics), Sacred Heart College, Thevara, M.G. University (2006-2009)
- ▶ HSC (Science), SDPY BHSS, Kochi (2004-2006)

- ▶ SSC, St Aloysius Convent ICSE School, Kochi (2004)

ACHIEVEMENTS

- ▶ Active Member in HR Club 'Synergy' in B-school.
- ▶ Active Member in Naval NCC with 'C' certificate
- ▶ Represented Kerala in National Integration Camp(NIC2008) in Bodhgaya.
- ▶ Won 3rd prize in the All India Extempore speech
- ▶ Won Best Cadet prize
- ▶ Active member of the college Arts & Music club
- ▶ Member of SWADESHI SCIENCE MOVEMENT.
- ▶ Made initiatives in organising various social activities.
- ▶ Active Volunteer of Social Organization MAKE A DIFFERENCE (MAD) Kochi.

TECHNICAL SKILLS

- ▶ Diploma in Hardware & Networking
- ▶ C++ Programming.
- ▶ MS Office, Word
- ▶ Statistical Software package - SPSS.

PROJECTS

- ▶ MBA – Summer project at Cipla Pharmaceuticals Limited, Kochi.
Topic- Effectiveness of Reward system in the performance of Employees.
- ▶ Project at Future Generali, Trivandrum.
Topic – Worklife balance of the Employees.
- ▶ Organisation study in The Economic Times
- ▶ A study of waste management hospital in Specialist hospital Kochi.
- ▶ Industrial visit to KEL, Kollam.

STRENGTHS

- ▶ Flexible to adapt with any circumstances.
- ▶ Proactive and keen to learn new skills and work process
- ▶ Good observer of details mentioned at work
- ▶ Good motivator to increase the energy level of team members
- ▶ Positive team spirit.

HOBBIES & INTERESTS

- ▶ Singing
- ▶ Observing
- ▶ Reading
- ▶ Practices Yoga & Martial Arts

PERSONAL DETAILS

Name	:	Srijith .G
Gender	:	Male
Nationality	:	Indian
Father's Name	:	A Gopinathan
Mother's Name	:	V.C.Sudha
Date of birth	:	09.04.1988
Marital status	:	Single
Religion	:	Hindu
Languages known	:	English, Malayalam, Hindi.

References available upon request

Kochi:

SRIJITH G.

Date: