

MAFEELA TP

Kerala

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Summary

Dedicated and detail-oriented HR professional with over six years of experience specializing in compensation analysis, HR compliance, payroll management, and employee relations. Adept at handling sensitive employee information with integrity and ethical responsibility. Strong analytical and critical-thinking skills with a proven ability to identify process improvements. Excels in managing HR documentation, case management, and ensuring compliance with labor laws. Passionate about providing exceptional service, maintaining a positive work culture, and contributing to a thriving organization. Fluent in Malayalam, Kannada, Hindi, and English.

Work Experience

Office Manager

07/2021 – Present

MSV JSV Associates

Kannur, Kerala

- **Compensation & Payroll:** Conducted salary benchmarking, job evaluations, and payroll audits to ensure competitive and fair compensation.
- **HR Compliance:** Ensured adherence to labor laws and managed compensation-related government filings.
- **Recruitment & Talent Acquisition:** Managed hiring processes, onboarding, and candidate screening.
- **Performance Management:** Designed incentive structures and handled employee engagement strategies.
- **Project Support & Administration:** Provided high-level administrative support for the Rebuild Kerala Initiative (RKI) by managing documentation, tracking project timelines, and coordinating communication.
- **Liaised between project teams,** contractors, and stakeholders across six road construction projects in Kerala:
 - * RKI-10: Mananthavady, RKI-11: Edoor, RKI-12: Uruvachal, RKI-13: Kumbala, RKI-14: Koyilandy, RKI-15: Vythiri

HR Executive

10/2018 – 06/2021

Akbar Travels

Mattannur, Kerala

- **Compensation Planning:** Assisted in structuring salary bands, performance bonuses, and incentive programs.
- **HR Data Analysis:** Conducted compensation surveys and analyzed pay trends for better salary structuring.
- **Compliance & Reporting:** Ensured adherence to Indian wage laws
- **Recruitment & Employee Relations:** Managed talent acquisition, employee engagement, and HR policy development.

Skills

Compensation Analysis: Job evaluation, salary benchmarking, incentive planning.

HR & Compliance: Indian labor law compliance, talent acquisition, employee relations, case management, policy expertise.

Data & Analytics: Compensation surveys, HR metrics, Excel (VLOOKUP, Pivot Tables), documentation assessment, deep-diving skills.

HR Software: HRIS, Payroll Systems, LinkedIn Recruiting, Naukri.com, Indeed, Intershala, Applicant Tracking Systems.

Customer Service & Contact Center: 4+ years of experience managing customer queries, resolutions, and appeals.

Administrative & Project Management: Documentation, process optimization, workflow management, identifying process defects, remediation planning.

Multilingual Proficiency: Fluent in Malayalam, Kannada, Hindi, and English.

Education

Post Graduate Diploma in Human Resource Management

Symbiosis Centre for Distance Learning (Pursuing)

BA in English Honors

Indira Gandhi National Open University (IGNOU)

CERTIFICATIONS

HRCI Human Resource Associate

Human Resource Certification Institute

Microsoft Office

GTEC Computer Educational Center