VIJITH KUMAR T. V

H U M A N R E S O U R C E S S P E C I A L I S T

P R O F E S S I O N A L S K I L L S

Benefits and compensation Project management

Team management Training & Development

Organizational Development

Recruitment Business Operations

Relationship Development MS Office

P E R S O N A L S K I L L S

Creative spirit

Reliable and professional Organized

Time management Team player

Fast learner Motivated

L A N G U A G E S K N O W N

English

Malayalam (Mother Tongue) Hindi

Kannada Tamil Arabic

H O B B I E S

Videography & Editing Audio Recording & Editing Singing

Cricket Music Cooking

P R O F E S S I O N A L S U M M A R Y

Experienced Human Resources Specialist & Accounts Manager with over 2 years of experience in Automotive Industry.

Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits. Strong financial acumen with demonstrated success in budget development and adherence. Accustomed to analyzing company needs and developing long-term solutions to meet personnel objectives.

E X P E R I E N C E

HABIB AL BUSAIDI GROUP - MUSCAT, SULTANATE OF OMAN

Human Resources Specialist / Account Manager | JUN 2017 - FEB 2019

Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.

Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.

Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.

Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.

Partnered with senior leadership to establish and develop corporate and HR policies and procedures. Planned, monitored and appraised employee work results by training managers to coach and discipline employees.

Provided troubleshooting and technical assistance in use of People Admin system.

Discovered and resolved complex problems that

affected management and business decisions. Conducted annual salary surveys and developed, analyzed and updated company salary budget.



C O N T A C T

Phone: +91 7994307896

e.mail: [vijeed.r15@gmail.com](mailto:vijeed.r15@gmail.com)

IMPULSE PUBLICATIONS- MANGALORE, KARNATAKA

Customer Relationship Manager | AUG 2016 - MAR 2017

Conducted training and mentored team members to promote productivity, accuracy and commitment to friendly service.

Made customers aware of current and new programs and services.

Developed and implemented standards for staff to

provide consistent service to customers.

C O M M U N I C A T I O N A D D R E S S

VRINDAVAN HOUSE

Nadakkavu, Udinur P.O Kasaragod

Kerala - 671310 India

THODIYIL VEEDU

Kadakkavur P.O Thiruvananthapuram Kerala - 695306

India

R E F E R E N C E S

MOHANAN ACHARY

+91 9387332755

Senior Grade 3 HLL,Peroorkada, Trivandrum

PRANOY KUMAR

+91 9633540698

LD Clerk, Revenue Department Government of Kerala Trivandrum

ADRESH

+91 9746874401

Marketing Manager, Muthoot Fincorp, Trivandrum

RELIABLE COMPUTERS & INFO SOLUTIONS, KASARAGOD, KERALA

Marketing Executive | NOV 2012 - JUN 2014

Sales Promotion

Made customers aware of products & services.

A C C O M P L I S H M E N T

Has been nominated as "THE BEST CREATIVE STUDENT" for the academic year 2014-2016.

Participated & won management fests for Malik Deenar Institute of Management Studies

E D U C A T I O N

MASTER OF BUSINESS ADMINISTRATION

Malik Deenar Institute of Management Studies Kannur University | 2014-2016

Marks Secured: 61.6%

BACHELOR OF BUSINESS ADMINISTRATION

MBhasian Universal

Kannur University | 2010-2013 Marks Secured: 51%

P R O J E C T S

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Main Project: Fourth Semester MBA ( Marketing)

Topic: A Study on customer awareness & satisfaction levels of Janatha milk & milk products at Janatha Charitable Society- Janatha Charitable Society, Payyanur,Kerala-2016

Duration: 2 months

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Mini Project: Third Semester MBA (Human Resources Management)

Topic: A Project on Southern Clays & Minerals Private Limited, Southern Clays & Minerals, Nileshwar, Kerala-2015

Duration: 1 Month

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Main Project: BBA

Topic: A Project on Ice Plant Industries Private Limited, Charvathur-2012

Duration: 1 Month

P E R S O N A L D E T A I L S

Date of Birth: 07-08-1989 Nationality: Indian Marital Status: Married

Spouse Name: Reshma S Raj Occupation: Music Teacher Father’s Name: Vijayan T.V Mother’s Name: Valsala.M

Passport Number: M7093204 (Republic of India) Driving License Number: 60/1963/2014 (India)