



LOVIN JOLLY



SUMMARY

HR Executive with 1+ years of experience in payroll management, compliance, and benefits administration. Proven ability to optimize payroll processes, minimize errors, and enhance employee experience. Skilled in payroll technology and stakeholder engagement.



EDUCATION

- Kannur University

2023

Master of Business Administration
62%

- Nehru College of Engineering and Research centre

2018

B.Tech - Automobile Engineering
63%

- St.Cornelius.HSS

2013

PLUS TWO
79%

- St.Cornelius.HSS

2011

S.S.L.C
86%



CONTACT

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SKILLS

Analytical Thinking

Problem Solving

Flexibility

Time Management

MS Excel

MS word

Reporting

Payroll Processing

Employee Record Maintenance

Confidentiality

Communication

SAP - Successfactors



LANGUAGES

Malayalam

English

Hindi



PROJECTS

- Effect of Pricing strategy on sales Volume at Friends polyplast (MBA)
- Solar Hybrid Bicycle (B.Tech)



ORGANISATION STUDY

- Malabar Cements Ltd



EXPERIENCE

• SINMEC ENGINEERING SERVICES (INDIA) PVT LTD

June 2023 - Aug 2024

HR - Payroll Executive

HR - Payroll

- Joining formalities for new Joiners.
- Personnel - file creation.
- Successfactors account creation.
- Sending IT Declaration form and enter proposed declarations on SAP software.
- Attendance reports.
- Leave and Time management.
- Lateness report.
- Addition - Deduction report.
- Payroll working file.
- Overtime reports.
- Exit formalities and Full and final settlement.
- Performance appraisal.
- Handling employee Queries.

HR - Learning and Development

- Coordinating with site admin for mandatory/safety course booking.
- Check the availability of courses with training centers.
- Proceed course booking and collect invoice details.
- Training card collection.
- Updating Training records in L&D portal.
- Sending endorsed documents To Singapore.

Additional Responsibilities

- Insurance.
- Internet reimbursement claim processing.
- Travel – Visa Processing, Ticketing, Travel Insurance, Travel Forms Processing.
- PF verification requests (KYC Request ,Transfer Claim, Joint Declaration)
- Background Verifications.
- Organization structure.
- Recruitment Coordination.
- Office Administration.

• KVR MOTORCARS PVT LTD

September 2018 - March 2019

Technician Trainee