

# SAJITH S

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## Objective

Professional Social Worker and HR Aspirant looking opportunity for the next level skill upgradation along with company's growth



## Experience

### TATA Ceramics Limited

01-10-2022 - Present

#### Labor Welfare Officer

- Handling Recruitment, Selection, Onboarding, Induction and exit formalities
- Handling mutli skill assesment and performance appraisal
- Dealing with employee grievances, absenteeism and counseling
- Payroll and leave management - prepartion of Wage Sheet and Wage Slip by ensuring punching&attendance
- ESI & PF registration, nomination, corrections etc.
- Group Medical Insurance, and Accident policy renewal and follow up
- Conducting safety trainings,awareness classes retirement ceremonies, special events and celebrations
- Mediator role among the Management and Trade Unions on labour issues and compliences
- Laisonig with government authorities like Corporation, ESI BO, PF Office, Police Station, PHC, CSEZ Office and KSEB
- Handling roles as Canteen Committee Chairman, member in safety committee, works committee and ethics committee
- Controll over all employee welfare amenities including drinking water, rest rooms, resting rooms, canteen, washing facility, lighting, hostel, first aid, safe working condition and all kinds of house keeping activities



## Education

- **Manonmaniam Sundaranar University**  
*2020 - 2022*  
Post Graduation - MSW - HR Specialization  
89%
- **Kerala University**  
*2017 - 2020*  
Graduation - BA in Political Science  
55%
- **St. Johns Higher Secondary School, Undancode**  
*2015 - 2017*  
Higher Secondary Education - Humanities  
84%
- **St Johns Higher Secondary School, Undancode**  
*2015*  
Secondary Education  
82%



### Skills

- Proficiency in MS Office(Word, Excel, PPT) & Outlook
- Decision Making
- Emotional Intelligence
- Effective Communication
- Documentation & Report writing
- Leadership



### Languages

- Malayalam
- English
- Hindi
- Tamil



### Dissertation

A study on impact of working environment in Lofty Optical Industries Pvt Ltd,  
Pudukadai, Kanyakumari, Tamilnadu



### Declaration

I hereby declare that the above cited information is true to the best of knowledge and belief, if given a chance, I can prove myself