



JUMESH . K

HR EXECUTIVE

ABOUT ME

Ambitious and confident individual with great passion for the HR sector with more than 5 years of experience.

CAREER OBJECTIVE

To pursue a challenging job opportunity in a reputed firm that can accommodate my competence, experiences and goals while providing me with the scope to use my strengths in the best way possible for the company's growth.

To make establish a career as an Executive in a dynamic and progressive organization where my skills can contribute to the company's goals and achievements and also aid my own personal and professional goal.

PROFESSIONAL SKILLS

Payroll Management
Time Office Management
Employee EPF & ESIC Management
Employee Grievance Management
Recruitments
On boarding
Orientation
Employee Joining Formalities
Providing solutions to staff EPF & ESIC concerns.
Providing EPF withdrawal support to staffs
Overtime payment
Bonus payment
Incentive payment
Employee leave management
Knowledge of employment and HR laws
Good interpersonal and written communication skills

EDUCATION

2017 : MBA (Specialized in HR) : Vedavyasa Institute of technology, University of Calicut

2014 : B.com : Bharath Institute of Commerce and Management, University of Calicut

2011 : Plus Two : Gov. Higher Secondary School, East hill, Board of Higher Secondary Education

2008 : Tenth : Little Daffodils School, Central Board Of Secondary Education

CONTACT

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SKILLS

Hardworking
Fast learner
Focused
Determined
Sociable

COMPUTER SKILLS

Advanced diploma in computer hardware & network engineering

Basic IT, MS Word, PowerPoint, Excel

PERSONAL DETAILS

D.O.B: 30.05.1992
Gender: Male
Blood Group: O Positive

LANGUAGES

English
Malayalam
Hindi

ACADEMIC PROJECT

MINI PROJECT: “Customer Preferences in Choosing Mark Footwear” at Radiant Footwear Private Ltd, Calicut

MAJOR PROJECT: A Study on Stress Management with special reference to Bridgeway Motors Calicut (Mercedes Benz)

ACHIEVEMENTS

Certification of participation in Business quiz at South Indian Management Meet “AUDACIOUS 2K16” conducted by Association of Management Thinkers and Actors (AMTA) Institute Of Technology, Mayyil

WORK EXPERIENCE

Worked as Marketing Executive at National Hospital, Calicut for a period of 3 months.

Worked at **Trends Baby shop Pvt Ltd (Baby care)** Calicut as Hr Executive for the period of 4 years & 8 months. Managed around 180 employees at 30 baby retail shops in addition to the warehouse & office of Trends Babyshop Pvt Ltd.

Presently working at Malabar group Calicut as Hr Executive Since 23.11.2023 with 10 months experience. Hereby managing total staff strength of 500 employees located at three factories in addition, two warehouses and office under Malabar Group.

DECLARATION

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Calicut

Date: 16/09/2024

JUMESH K