



LOVIN JOLLY



CONTACT

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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%



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