



GREGARY BIJU

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SKILLS

- Recruiting and talent acquisition
- HR policy development
- HR operation management
- Query management
- Employee relations
- Time management
- Strategic planning
- MS office
- Event coordination and project management
- Problem solving
- Communication Skills
- Analytical skill
- Negotiation skills
- Adaptability and flexibility
- Team work & collaboration

LANGUAGE

- ENGLISH
- MALAYALAM
- HINDI

PERSONAL DETAILS

- DOB – 31/01/2000
- Gender - Male
- Marital Status - Single
- Nationality - Indian

OBJECTIVE

Dedicated MBA graduate with specialization in Human Resources and Marketing, seeking to leverage academic achievements and professional experience as an HR Executive. Committed to contributing strategic HR solutions and fostering a positive workplace culture. Successfully completed one year of service at SFO Technologies, eager to pursue challenging opportunities that align with my skills and career aspirations.

WORK EXPERIENCE

➤ SFO Technologies Pvt Ltd (NeST Group)

Designation: HR Assistant

Tenure: October 2023 – Till date

Reporting to: HR Manager

- Time office function-attendance, salary, leave and absenteeism of all employees.
- Monitoring and maintaining day wise attendance, and overtime in the biometric.
- Recruitment, on-boarding and induction as per the requirement within 15 days.
- Ensure accuracy and completeness contained in employee personal records.
- Conducting employee engagement activities in the organization.
- Handling for employee's welfare activities.
- Grievance handling.

➤ JEE JAY Logistics Pvt Ltd

Designation: Warehouse executive

Tenure: June 2020 – June 2021

Reporting to: warehouse Manager

- One year experienced as a warehouse executive at JEE JAY Pvt Ltd Logistics Kochi.

PROJECTS

- Completed Two Months Internship at Amphenol FCI Ltd in HR Department.
- Completed Project on a Study on perception of political advertisements among college students.

ACHIEVEMENTS

- Prepared and presented a paper in the international conference “Re-thinking HR strategies for the Post-Covid workplace” by Department of Management Studies and IQAC MACFAST Tiruvalla.
- Actively contributed to the community through National Service Scheme (NSS) involvement, engaging in various social initiatives and projects.
- Participated in a knowledge enrichment educational visit to Parle-G Biscuit Factory and Coca-Cola, organized by STARS, enhancing industry insights and expertise.”

EDUCATIONAL QUALIFICATION

- Masters of Business Administration (MBA) from Mar Athanasius College For Advanced Studies - August 2021- July 2023.
- Bachelor of Commerce (B.Com) from St. Peters College, Kolenchery-August 2017- May-2020.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.