

# **RESUME**



**Josna Vinod**

**Mobile: 8281433649**

**E-mail – [josnavinod66@gmail.com](mailto:josnavinod66@gmail.com)**

**LinkedIn Id: Josna Vinod**

## **CAREER OBJECTIVES**

To pursue a challenging career and be part of progressive organization that gives scope to enhance my knowledge, skill and to reach the pinnacle in the Human resource [HR] Management field with sheer determination, dedication and hard work.

### **Key Skills:**

- **Recruitment**
- **Payroll**
- **Employee Engagements**
- **Employee Service process**

## **ACADEMIC QUALIFICATION AND ACHIEVEMENTS**

COURSE	INSTITUTION	BOARD OF EXAMINATION	YEAR OF PASSING	PERCENTAGE
MBA	Krupanidhi school of management	Bangalore university	2016	76%
B.Com	College of applied science	Kannur university	2014	76%
Plus Two	K.P.R.G.S.G.H.S.S Kalliyasseri	Board of Kerala	2011	78%
SSLC	K.P.R.G.S.G.H.S.S Kalliyasseri	Board of Kerala	2009	78%

- **Distinction holder** in Krupanidhi school of Management (2014-15)

## **WORK EXPERIENCE**

**Company: ALIGHT Solutions.**

**Designation: Associate Payroll**

Duration: 22- March-2021 to Till date.

- Hands on experience in India payroll.

- Handling with the Greytip data inputs.
- Meeting monthly SLA time lines.
- Under gone Transition projects.
- Ensuring employees' salaries are paid accurately and on time (both Regular Payroll, Adhoc Payroll, & Full and Final Settlements).
- Ensuring the payment of OT, Bonus, incentive for the employees
- Ensuring Q1, Q2, Q3 & Q4 TDS filings are completed as per due date.
- Payroll processing:
- Handling the full and final settlement of the employees.
- Manage payroll processing functions
- Salary Breakups, Calculating OT, Incentives, Bonuses, LOP etc.,
- Ensure all inputs for salary are incorporated after validation and checks,
- Generate error free payroll and validate with excel QA file
- Good exposure in VLOOKUP, Hookup & Pivot table in excel.
- Participated in Proof Validation & Form 16 generation activities.
- Managing the tickets & queries in time bound manner.
- Preparing various reports based on client requirement.
- Tools handling like **Success Factor(SF), HRX Assist, Greytip, Workday.**

**Company: NGAHR India Pvt Ltd.,**

**Designation: Associate Employee Service**

Duration: 01- Feb-2018 to 16- Mar-2020

- Making sure all payrolls cycles are being processed on time
- Rolling out offer letter to the candidate as per the data provided by the recruitment team.
- Working on the Salary, Payroll validation and other HR related changes for existing employees
- Process the Starters and Leavers on time
- Responsible for timely escalation of production related issues
- Responsible for HR tasks and Meeting Targets
- Restructure the Organization Hierarchy as per the changes
- Work with the third parties and complete the background verification of the employees
- Leave Management
- Preparing employee attendance report.
- Preparing monthly and daily process related reports.
- Adhering to the schedule as prescribed by the TL
- Experience in APJ Employee Service process
- Tools handling like **Success Factor(SF), MY HRW, Preceda, Morepay and People checking.**

**Company: Glitnir Corporate Solutions Pvt Ltd., Cochin**

**Designation: Executive Recruitment**

Duration: 22- May-2017 to 30 Dec 2017

- Understanding the position

- Sourcing and attracting the candidate by using database and job portals like **LinkedIn, Naukri and Shine.**
- Screening the Candidate profile.
- Assessing the Applicants relevant knowledge in that profile.
- Conducting the First stage of Telephonic Interview.
- Doing the Interview Follow up with the Candidate.
- Joining formalities
- Background Verification.
- Client Handling

## **Responsibilities**

**Company : Asrah Technologies India Ltd,Bangalore**

**Designation: Executive Recruitment (Non IT)**

Duration : 16 - May - 2016 to 20 May-2017

## **Job Responsibilities:**

- Understanding the position
- Sourcing and attracting the candidate by using database and job portals like **Naukri and Shine.**
- Screening the Candidate profile.
- Assessing the Applicants relevant knowledge in that profile.
- Conducting the First stage of Telephonic Interview.
- Doing the Interview Follow up with the Candidate.
- Joining formalities
- Background Verification.
- Clients are AkzoNobel India Pvt Ltd., Colgate Palmolive India Ltd., Marico Ltd., Kumar Organic Product Ltd., Bluefish Pharmaceuticals, Sami Labs, Sur Tech Chemical India Pvt Ltd., Herbal Life International India Pvt. Ltd., Avon Beauty Products India Pvt Ltd., Kluber Lubrication India Pvt Ltd., Oriflame India Ltd.,

## **PROJECT**

**Topic:**"Effectiveness of learning and development in the performance of the telecom sector"

**Methodology:** Analyzed effectiveness of learning and development in the performance of the employees with the help of Questionnaires and personal interview.

**Achievements:** Training and development lead the employees' performance.

## **PROFESSIONAL CERTIFICATION**

- Certificate of **Advanced Excel** from Krupanidhi School of Management, Bangalore
- Certificate of **Six sigma Green belt** from Bizards IT solutions Pvt Ltd.
- Certificate of **Pay Roll Management** from Prolific Training Academy.

## **COMPUTER PROFICENCY**

- Proficient with Micro Office 2007/2010
- Proficient with Tally 7.2
- Proficient with SQL, Visual Basic, HTML and C Language.

## **PERSONALITY TRAITS**

- Ability to work individual as well as in group.
- Highly motivated and eager to learn new things.

- Ability to deal with people diplomatically.

## **PERSONAL DOSSIER**

Date of birth: 5-jan-1994

Gender : Female

Marital status: Married

Father name: Vinod M

Address: Madathil House, Pappnissery, Kannur- 670561.

Nationality : Indian

Languages known : Read : Malayalam, English, Hindi

Write : Malayalam, English, Hindi

Spoken : English, Malayalam, Tamil

## **DECLARATION**

I hereby declare that whatever information given in the resume is true to furnish above and to the best of my knowledge and brief.

Place: Calicut

Date: