

## 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 multi skill assessment and performance appraisal
- Dealing with employee grievances, absenteeism and counseling
- Payroll and leave management - preparation 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 compliances
- Liaisoning 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
- Control 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

## **Manonmaninam 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