**Sijo Thomas**



### Senior HR Executive / AM HR

**Phone:** 9633074246/08075720134

**Address:** puthuparambilHouse,

Kollampattada, Kumily P.O, Idukki, Kerala-685509

**Email:** [ssijothomas@gmail.com](mailto:ssijothomas@gmail.com)

***Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, benefits and compensation, HR records management, and legal compliance.***

## EXPERIENCE

**Radisson Blu, Kochi**

### HR Executive

*15-07-2019 to present*

Duties & Responsibilities:

1. Payroll
2. Statutory compliance
3. Staff induction and joining formalities
4. Full and final settlement

# Lotus 8 A’ Part Hotels Nedumbassery, Ernakulam

### HR – Executive

***01-02-2018 to 10- 07-2019***

Duties & Responsibilities:

1. Recruitent
2. Staff induction and joining formalities
3. Full and final settlement
4. PF & ESIC
5. Attendance monitoring
6. Statutory Compliance ( Hotel All Certificates and License its renewalwork)
7. Payroll
8. ProfessionalTax
9. Hotel ClassificationWork

# TheWetzlarResortsandHotelsPvtLtdMuvattupuzha, Ernakulam

### HR – Executive

***25-01-2017 to 14-12-2017***

Duties & Responsibilities:

1. Recruitent
2. Staff induction and joining formalities meeting
3. Full and final settlement
4. Attendance monitoring
5. Payroll

# Asirvad Microfinance Ltd , Idukki,Kerala

### Executive – HR

*27-07-2015 to 05-01-2017*

Duties & Responsibilities:

1. Recruitment
2. Staff induction and joining formalities
3. Full and final settlement
4. Attendance monitoring
5. Staff welfare activity
6. Coordination of different branch staffs.
7. PF &ESI

# TheWindsorCastleandTheLakeVillagesResortPvtLtd Kottayam,Kerala

### Trainee- HR

*15-11-2013 to 08-11-2014*

Duties & Responsibilities:

1. Organizing the recruitment of staff, coordinating interviews, checking references
2. Staff induction and joining formalities meeting
3. Full and final settlement
4. Attendance monitoring
5. Staff welfare activity
6. payroll
7. PF &ESI

**EDUCATION**

**AnnaUniversityChennai,TamilNadu,** Master of BusinessAdministration (MBA)-HR FirstClass

# MG University ,Kerala , India

### Bachelor of Commerce (B.com) with Computer Application

Second Class

# KeralaBoardofHigherSecondaryEducation

### Commerce

56.25 %

# Kerala State Board of Secondary Education, Kerala

### Secondary School Leaving Certificate (SSLC)

50%

**PROJECTS**

*June2013*

*March2011*

*March2007*

*March2005*

# AstudyonTheWorkplaceEnvironmentandItsImpactOnEmployeesPerformancein NagarjunaHerbalsConcentratesLimited,Alakode,Tthodupuzha,,Idukki,kerala,India

**AstudyonLeadershipEffectivenessinConnemaraTeaFactory(p)LtdVandiperiyar, Idukki,Kerala.**

## COMPUTER PROFICIENCY

Payroll Software Tally Erp9

Formatting and Updating of Systems, Microsoft office 2000, 2003,2007,2010.

Operating system & platform Windows Xp, Windows 7,8,10

## STRENGTH

Self Confidence Quick Learner Motivator

## DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief

Date:

Place: kumily SijoThomas