



VIJAYASANKAR.S

ADDRESS: RaghaBala

Mannalur [Post]

Ethanur [Via]

Palakkad, Kerala.678502

SEX: Male

DATE OF BIRTH: 30.05.1991

EMAIL: vijayasankarsrb@gmail.com

PASSPORT NUMBER: K9054434

MOBILE: 08606339511 / 09633688584

LANGUAGE KNOWN: English, Hindi, Malayalam, Tamil

OBJECTIVES:

To be a qualified HR Professional Whose expensive knowledge in the area of Human Resource management can contribute to organizational development. And also to work in a challenging environment.

EDUCATIONAL SUMMARY:

MBA Specialized In **Human Resources & Marketing** At San International Business School Coimbatore Under Anna University Of Chennai – CGPA-7.70

Key Areas: labour legislation and labour laws, Training and Development, Recruitment And Selection, Payroll And Administration, Performance Appraisal.

- ✓ **BBA** From N.S.S College Nemmara, Palakkad under Calicut university - 65%
- ✓ **PLUS TWO** Completed From G.H.S.S. Koduvayur, Palakkad Kerala - 76%
- ✓ **SSLC** Completed From G.H.S. Thenkurissi, Palakkad , Kerala - 75%

ABILITY AND SKILLS:

- ✓ Experience in payroll
- ✓ Leadership Skills
- ✓ Time Management Skills

- ✓ Computer Skills, Ms Excel, Spss.
- ✓ Experience in MIS (Management Information System)
- ✓ Handling HRMS

WORK EXPERIENCE:

Currently working as Executive -Human Resources, in corporate office of Casino Air Caterers and flight services (Casino Group of Hotels) .CIAL Nedumbassery, Cochin from April 2013 to till now

JOB PROFILE

- Dealing with all statutory affairs PF, ESI, LWF & statutory licenses of all units.
- Generating monthly PF Returns through ECR & Submitting in the EPFO.
- Dealing with all PF Revision & transfer through online.
- Generating monthly ESI Returns /ESI temporary cards through online.
- Keeping the relationship between different statutory bodies.
- Dealing Payroll around 600 employees of different units of CAFS,
- Design salary structure, CTC Creation, TDS deductions.
- Coordinating All the HR functions through HRMS.
- Preparation of manpower planning, manpower budgeting&Performance appraisal
- Handling all activities of joining formalities, induction and training, employee retention & industrial relations
- Coordinating all employee motivational programmes like Birth day bash, Development programmes.
- Making Recruitment, Interview arrangements on the basis of approvals from the top Management.
- Employee relations and follow-ups
- Coordinating, Updating and maintaining all Performance Appraisals of employees.

MBA HR Project Training at ITC PARK SHERATON HOTELS AND TOWERS, CHENNAI.

Internship Done AT BIG BAZAAR, PALAKKAD A CONCERN OF FUTURE GROUP INDIA As A Post Of Management Trainee In Human Resource

ACHIEVEMENTS:

To successfully participated south Indian management meet conducted by different management institution.

- ✓ Member of **NIPM** Cochin chapter.
- ✓ Achieve prize for business plan in Venkedeswara institute of management, Coimbatore
- ✓ To participated business quiz in Ellich institute of management, Thrissur, Kerala.
- ✓ To participated in south Indian management meet conducted by Guruvayurappan institute of management studies, Coimbatore.

AREAS TO INTEREST:

I am an enthusiastic individual; I approach tasks with results in mind. I am well organized and I can work well as part of a team or on my own. I like completing things on time, and making sure that I keep learning how to do things well and quickly. I am interest in all type of business and organizations, in the field of human resources like payroll and administration, recruitment &selection, training & development, industrial relations.

REFERENCE:

PRAVEEN KUMAR V.K

Manager - Human Resource

Casino Air Caterers And Flight Services

CIAL, Cochin .Mob:9562768410

DECLARATION

I hereby declare that all details provided above are true to the best of my knowledge.

Signature