

Thomas Varghese

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DOB: 17th June 1990

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Present Location: Nadiad

HR Generalist with 7+ years of experience managing and coordinating human resource functions while facilitating the planning and execution of policies and procedures. Skilled in all aspects of human resource management, including talent recruitment, training and development, payroll administration, employee relations and conflict resolution.

EDUCATION

Master of Human Resource Management

Department Of Social Work, S.P. University, 2013

Bachelor Of Business Administration

Christian College Of Mgt. Studies, S.P. University, 2011

Diploma in Labour Law

Anand Law College, S.P. University, 2015

EXPERIENCE IN DETAIL

GCS Medical College Hospital and Research Centre, Ahmedabad

From: 29th December, 2016 to till date

Senior Executive – HR & Administration

Present Key responsibilities

Recruitment

- Presently handling End to End recruitment of Visiting consultants and Nursing.
- Understanding the requirement from various HODs to ensure the right candidate hiring.
- Sourcing through various job portals named Naukri.com, LinkedIn. Other Professional and social networks like, Facebook, Whatsapp etc, & Employee Referrals.
- Responsible for timely delivery of profiles to department heads against the vacancy.
- Conducting the HR interviews for shortlisted candidates.
- Responsible for post shortlist document collection to validate the offer.
- Handling Offer negotiation and finalizing the offer.
- Releasing the offer and collecting offer acceptance/acknowledgement on mail.
- Responsible for the pre joining follow up with the offer accepted candidates to ensure the joining on said date.

Joining & Exit Formalities: -

- Joining formalities coordination & final documentation verification.
- Generating various HR Letters. (Appointment Letter, Internship Letter & NOC Letter).
- Orientation program for new joinee.
- Exit Formalities coordination.
- Maintaining personal files of employees.

Payroll: -

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, resigned staffs and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Identifies and recommends updates to payroll processing software, systems, and procedures.
- Performs other duties as assigned

NABH: -

- Worked as an internal auditor for NABH (National Accreditation Board for Hospital & Healthcare Provider).
- Submission of various quality indicators like employee satisfaction rate, absenteeism rate, attrition rate to Quality Department.

Grievance: -

- Worked with the Authority carrying out disciplinary actions with an employee.
- Notice Issue.

S.P Technolab Private Limited., Ahmedabad

From: 28th December, 2015 to 28th December, 2016

HR Executive & Admin.

- Sourcing through various job portals named Naukri.com, LinkedIn & Employee Referrals.
- Key responsible of employee recruitment, joining and employee induction
- Coordinate with key stake holder for manpower requirement.
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, taxes, and other deductions.
- Prepares and maintains accurate records and reports of payroll transactions.

Muljibhai Patel Urological Hospital, Nadiad

From: 09th July, 2013 to 10th October 2015

HR Executive

- Process new employees through the company orientation program which includes company policies, procedures, rules, regulation, etc.
- Conducting Induction & Exit Interview program.
- Maintaining personal files of employees.
- Handling leave records and attendance system with the HR manager.
- Processed the payroll deductions.
- Worked as an internal auditor for NABH (National Accreditation Board for Hospital & Healthcare Provider).
- Submission of various quality indicators like employee satisfaction rate, absenteeism rate, attrition rate to Quality manager.
- Organizer in camps, fire safety mock drill & emergency evacuation mock drill in hospital.

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