

ARUN NAIR



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Palakkad, India 679102

PROFESSIONAL SUMMARY

Self-motivated Human Resource Executive possessing 2.6 years of experience in human resources field and in-depth knowledge of organizational processes. Proficient in posting job vacancies on various databases, providing administrative support to human resource personnel and addressing the employee grievances to the senior levels. Successfully partners with other departments to achieve objectives.

SKILLS

- Human Resource knowledge
- Recruiting and interviewing (Telephonic, Video conference, Face to Face)
- Employee Onboarding
- Employee Engagement
- Employee Retention
- Team work and collaboration
- Typing speed: 85-90 words per minute
- Knowledge on **EXCEL**

AFFILIATIONS

*Completed Internship in MALABAR CEMENTS, Walayar, Kerala.

Duration: 8 Weeks .

*Completed Internship in KAIRALI Telecommunication, Palakkad, Kerala. Duration: 10 Weeks

CERTIFICATIONS

- TIME MANAGEMENT (Sapphire International School) Training - 4 hours (online)
- LIFE SKILL (Lingaya's Lalita Devi Institute of Management and Science) Training - 4 hours (online)

WEBSITE

- www.flowersandroots.unaux.com

WORK HISTORY

ALHIND BUILDERS - Human Resource Executive

Kozhikode, India • 08/2018 - 02/2021

1. Recruitment

- Coordination with panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing resumes based on desired skills and experience.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

2. Training & Development

- Scheduling and arranging training while coordinating with external trainers and training programs.
- Identification of training needs and nominating candidates for training.
- Encouraging participation of employees in various organizational events.
- Issuing training certificates after completion of training.

3. HR Administration

- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in system.
- Processing monthly attendance musters for workers, trainees & officers.
- Maintaining employees personal files and records, communicating HR policies & across organization at all

LANGUAGES

English

Bilingual or Proficient (C2)

Malayalam

Bilingual or Proficient (C2)

Hindi

Bilingual or Proficient (C2)

Tamil

Upper intermediate (B2)

levels.

- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience, relieving letter, etc.

4. Employee Engagement

- Celebrations - Diwali, Onam Festival, and other company events
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

EDUCATION

Acharya Institute of Technology (pursuing)

Bangalore • 04/2016

MBA: Human Resource And Marketting

- Member of the well known event HABBA.
- Played a major role in organizing the event HABBA in Bangalore and performed a small band show.

**will be completing by Jan , 2022 **

CALICUT UNIVERSITY

Kerala, India • 04/2014

Bachelor of Commerce: COMPUTER APPLICATION, Business Administration

68%

- Member of ROTARY CLUB
- Elected Captain for conducting annual cultural and athletic events

ACCOMPLISHMENTS

>> Retention percentage in the company has been increased to 2%.

>> Won the best employee of the month in 2019.

OTHER ACHIEVEMENTS.

>> Lead from the front in organizing several formal and informal events at graduation as well as post- graduation level.

>> Lead my team members to successfully complete the internship work at Malabar Cements, Walayar.

>> Participated in sports at state level held at Madurai for Javelin throw, Discus throw & Triple jump.

>> Played a major role in organizing the well-known event HABBA in Bangalore and performed a band show.