**HARIKRISHNAN.R**

**+91-8848663414 harikrishnan.rg@gmail.com**

**SUMMARY**

Seven years experience in the field of Human Resource Management.

Handled Recruitment,Induction,Grievance Handling,Compensation planning,Policy formulation,Time and attendance management,Performance analyzing,Employee Promotions and HR Business partner role.

**EMPLOYMENT DETAILS-Summary**

* Working as freelance HR consultant from December 2017-Till now
* Worked as **Assistant Manager-HR** in **Jelitta Publicity & Jubily Hero**, Kottayam from July 2013 to November 2017
* Worked as **HR Assistant** in **Spider Creations-Web Solutions,**Thrissur

From December 2012 to June 2013

* Worked at **Kitex GarmentsLtd**, Kizhakkambalam, Ernakulam as **HR Executive** from September 2010 to October 2012
* Worked at Aditya Birla Retail Ltd.(More Retail),Kottayam&Ernakulam as Store Supervisor

**EMPLOYMENT DETAILS**

* **Jelitta Publicity &JubilyHero,Kottayam(HO),Kerala**
* **Jelitta Publicity** is an Advertising agency with 7 branches in South India
* **JubilyHero** is the authorized dealer of Hero Motocorpin Kottayam area
* Finvent Finance Ltd.-NBFC**(Sister Concern)**Handled Recruitment of 7 branches

**Period:**From July2013 to November 2017

**Designation:Assistant Manager*-*HR**

**Reporting to CEO**

***Roles and responsibilities (In Jelitta Publicity &Jubily Hero):-***

* Manpower Planning&Recruitment
* Joining formalities &Induction
* Compensationplanning
* Provide direction and support to employees in resolution of problems
* Performance appraisal review
* EmployeePromotions
* Liasoningwith government authorities
* Payroll (final verification only)
* To assist management in developing and implementing HR policies
* Employee database management
* Workforce time and attendance management
* Exitformalities
* **Spider Creations-Web Solutions,Thrissur,Kerala**

**Business:** Software Development, Web Designing

**Period:** From December 2012 to June2013

**Designation**: **HR Assistant**

***Roles and responsibilities:-***

* Recruitment, Induction, Attendance,Employee engagement activities,Exit formalities
* **Kitex Garments Ltd,Kizhakkambalam,Ernakulam,Kerala**

**Business:**Garment manufacturing plant

**Period:**From September 2010 to October2012

**Designation**:**HR Executive (Employee Relations & Welfare)**

***Roles and responsibilities:-***

* Responsible to handle the HR matters of around 500employees from various departments
* Overall charge of recruitment of factory (male)workers for all departments (Sourcing, Screening& Selection)
* Allocatingthe new joiners to various departments based on requirements given by Section Managers/In charges
* Induction training
* Welfare& Grievance handling
* Handling HR part in factory(compliance& security)audit carried out by the buyers through external inspection agencies
* Employee grading based on job performance
* Maintaining employee records
* Exit formalities
* **Aditya Birla Retail Ltd.(More Supermarket),Kottayam&Ernakulam**

**Business:**Retail

**Period:**FromJanuary 2009 to July 2010

**Designation:**Store Supervisor(Off role job)

***Roles and responsibilities:-***

Administration of retail store, Recruitment of store staffdepending uponrequirements,Trainingfor newly selected staff,Allocating work to store staff, Educatingthe staff regarding newpromotionalschemes, Periodic job rotation, Grievance handling, To support Store Manager in sales promotion activities.

**EDUCATION**

* **MBA(Marketing &HR)** from DC School of Management &Technology, Vagamon, Idukki, Kerala; Affiliated to Mahatma Gandhi University(2006-08)
* **BBA** from Calicut University(2002-05)

**PERSONAL DETAILS**

Date of Birth : 18th March 1985

Gender : Male

Languages known : English & Malayalam

Address :SL,Mannuthy, Thrissur dist.,Kerala

**Current location :Kaloor Ernakulam district**