**JIBIN PRABHAKARAN MP**

Malappuram, Kerala

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**Objective:**

To embark on a corporate opportunity with challenging job assignments to be able to apply my Management & recruitment skills in the domain of Human Resource Management to help the Organization to create value for its stakeholders.

 **Skills & Strength:**

**I** Target driven **I** Multi-tasking **I** Strong follow-up skills **I**

Hands on experience on oil & Gas recruitment, Payroll, Attendance management, Compensation and benefit, MIS reports, Vendor Management

**Educational Qualifications:**

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| BE (Aero) Anna university Chennai in 2012. |
| HSC from GVHHS Kalpakanchery,Kerala in 2008. |
| SSLC From MES Central school,Puthanathani,Kerala in 2006. |

**Employment Summary:**

* **Company Name:- BNC Enterprise, Mumbai**

**Designation: - Executive-HR**

**Duration: - April 2019 to till date**.

**Role and Responsibilities:**

* Handling talent acquisition and recruitment processes for oil & gas industry.
* Coordinate the interview with the respective department and if selected, complete the documentation
* New Employee Joining formalities including maintaining of the Personnel file, bank account opening and statutory requirements of new joiners
* Handled Employee Database (Both in Soft Form and Files Management)
* Handled third party payroll for **ONGC** through **Greatship India Limited** for its Rig, Greatdrill Chetna.
* Handled third party payroll for **JSW Steel** for their Blast furnace store & yard Management plant through the contract with **LARSEN & TOURBO LIMITED**.
* Posting job ads and organizing resumes and job applications Scheduling job interviews and assisting in interview process
* Preparing Appointment Letter, Salary Account Opening Formalities, after Probation period issuing Confirmation Letter.
* Conducting benefit enrolment process Conduct initial orientation to newly hired employees
* **Company Name:- Intelenet Global Services Pvt Ltd.**

**Designation: - Executive-HR**

**Duration: - January 2018 to March 2019**

**Role and Responsibilities:**

* Exposure in **recruiting and hiring processes**: sourcing, job posting, screening, shortlisting, candidate assessment, interviewing candidates, , mass hiring, talent acquisition, salary negotiations, and closing.
* Gathering the requirement from client.
* Sourcing candidate via job portals, social media, walk-ins, drives, mass mailing, Job posting.
* Screening & assessment of resume for best fit candidates.
* Shortlisting and Coordination with candidates - regards to telephonic or face to face interview.
* Helping candidates in understanding the procedures, formalities of offer and the company.
* salary negotiation and making contingency offer,thus striking a winwin situation between  Candidate and the Company.
* Following up with the offered candidates and keeping track on their joining dates

**Company Name: - D1 FORTIFICATION PVT LTD.**

**Designation: - Executive-HR**

**Duration: -March 2015 to April 2017.**

**Role and Responsibilities:**

* Responsible for payroll management and other benefits.
* Day to day Attendance checking.
* Opening bank accounts for the new employees and coordinating with the respective bank for the same.
* Checking & Maintaining of Overtime & late coming reports, Absenteeism Reports of On- Roll Employees etc.
* Matching of the daily roster duties with monthly attendance sheet and Submit it to finance department for Invoicing and working with Accounts Manager to solve the problem if any.
* Pre-auditing the Payroll for zero error & Management Approval.
* Preparation of monthly Salary statement.
* Registration of new member’s data, updating KYC details and exit members details into the EPF website.
* Employee database management.
* Assisting the HR manager with other HR activities.
* EPF settlement of retired employees.
* Addressing employee queries related to EPF and payroll.
* Updating terminated employee’s details and new employees training details in to the portal as required by State law.
* Coordination with the vendor for background verification and police verification of the employees.

**PERSONAL DETAILS**

Date of Birth : 23/07/1989

Nationality : Indian

Marital Status : Single

Languages Known : English, Malayalam, and Hindi

Jibin Prabhakaran MP