



PRAISE JOSE

HRS ASSOCIATE

PERSONAL PROFILE

I am an HRS Associate with more than 1 year of experience in CTK(Control Time Keeping), technical systems, and employee analytics.

WORK EXPERIENCE

CTK ASSOCIATE

Amazon | Aug 2019 - present

Amazon Development Centre (India) Pvt. Ltd.as HR Associate (HR Services Time) ideally for Amazon's U.S and Costa Rica Employees.

- Using MyTime (Kronos) for updating the Associates timecards for corrections related to- timecard exceptions, attendance updates, pay codes, temporary schedule adjustments for current pay period.
- Updating timecards by verifying the data in the related portals like Lenel, People Portal and Global Automated Call Distribution (GACD).
- Ensure the Service level (SLA) are achieved at all times for HRS processes.
- Handling Shift drop process as POC.
- Managing shift of US Associate(removing schedule whenever there is no production at the site)
- Working on escalation and resolving the issue.
- Reaching out to Stake holders whenever there is updates on the Shift drop process.
- Sending the daily report of the Tickets Transactions, Attendance Tracker .
- Conduction team huddles, training for newly hired team members and floor support when needed.
- ERP Tools - Kronos - MyTime,
- Payroll Central, People Portal, My Leave
- CSSM and FCLM (Tools to find employee details)
- Trouble Ticketing Badge Scan
- Report (Lenel)

EDUCATIONAL HISTORY

BACHELOR DEGREES

B E. Civil Engineering Karpagam Academy
of Higher Education
2015-2019


INTERMEDIATE

SNDP Higher Secondary School
2012-2014

HIGH SCHOOL

Marthoma Higher Secondary School
2010-2012

CONTACT ME AT

 Kulathumkal Shalom
Kaipatoor (P.O)
Pathanamthiita, Kerala


 praisejo27@gmail.com


 91 9746965996

SKILLS SUMMARY

- Time management and organization
- Payroll
- Operations Troubleshooting
- Process Improvement
- Data Analysis
- Strong interpersonal skills
- Adept in MS Office
- Python
- Articulate in 3 languages (English,Malayalam,Tamil)

AWARDS RECEIVED

 Dazzler Award
(Awarded for the Top 5 employees of the month) 3 times.

 Master Blaster Award
(Awarded for the Top 5 employees of the month for continuously 3 times.)