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|  | C:\Users\Administrator\Desktop\img20180602_12141289.jpg  **NAME : Jimmy Kuriakose**  **Mobile: +918907172396**  **E-mail: jimmy.kuriakose88@gmail.com** |

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|  | Objectives  **To secure a better job in the growth oriented company that permits me to contribute my experience and skills for growth and to gain exceptional career move ahead through long efforts and performance regularity.**  Academic Record   * **Master Of Business Administration (MBA) Specialization in HR & System(2009-2011) (SNGIST, N.Paravoor,Ernakulam)** * **Bachelor Of Computer Application (BCA) (2006-2009)(SNGC,Coimbatore)** * **Higher Secondary School of Education(Computer Science) (2004-2006)(Palakkad)** * **All India Secondary School Examination (Assisi EMHS Palakkad) (2004)(Palakkad)**   Professional Experience   * **Organization : NGA Human Resources India Private LTD, Cochin, Kerala**   **Certified : IS0 27001, 9001**  **Designation : Associate HR (Payroll Technical Team)**  **Period : April 2013–January 2018**   * **Organization :Technolodge Rural IT Park, Kakkoor,Piravom**   **Designation :Administrative Officer**  **Period :June 2018- february 2019**  Key Responsibilities In NGA   * **Responsible for solving issues of the processing Team while doing payrolls** * **Responsible for first level verification of data if required** * **Responsible For Timely Escalation of Production Related Issues** * **Responsible For Maintaining Accuracy** * **Updating Process Related Reports and Documents** * Identify payroll system tickets category and solve them. * Assist to provide technical solution accordingly to client’s change request * Provide ongoing payroll system technical support and trouble shooting   Key Responsibilities In Technolodge   * **Prepare regular reports on expenses and office budgets** * **Maintain and update company databases** * **Organize a filing system for important and confidential company documents** * **Answer queries by employees and clients**   Summary Of Qualifications   * **Experience as HR Associate for the past 4.9 years and as an administrative officer for 8 months.** * **In-depth knowledge of basic HR Functions followed in MNCs.** * **Working in a fast paced high transaction volume environment.** * **Knowledge of specialist HR software and automated systems.** * **Strong knowledge of processes and principles followed in an MNC.** * **Ability to work as a part of a team as well as independently.** * **Proven ability to coordinate multiple projects and consistently meet deadlines.** * **Mastery in English communication and excellent verbal and written communication skills.** * **Comprehensive problem solving abilities.**   Skills & Achievements   * **Proficient in using MS office applications** * **Have excellent communication skills in English** * **Pro-active & gifted with initiative, drive & time management** * **Energetic & self-motivated with a high degree of cultural sensitivity** * **Good analytical skill & problem solving capability** * **Knowledge of recruitment procedures, benefits administration and staff supervision** * **Able to work and fit to any complex and stressful environment** * **Ability to work in a team** * **Good team player with a positive approach**   I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief.  **Date**: **Place**: Koothatukulam |