



Sanjith V Thomas

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Profile

A result oriented professional with nearly 4 years of work experience in Personnel, Recruitments & Selection, HR Operations, Performance Management, Employee Benefits, Employee Engagement and Training & Development. Currently associated with Cure.fit as Sr. Executive – HR, earlier worked with TeamLease Services Ltd, Hotel Kasturi Orchid, Hotel Indana Palace and PeopleStrong HR Service Pvt Ltd. Proven experience in coordinating with senior management to undertake, Human Resource strategic planning in order to support and advance corporate goals. Excellent ability to address shape-up & implement plans for talent acquisitions, retention, and employee relations. An HR expert, who through his behaviour and conduct resonates the core values of the organization and exuberates professionalism in every manner.

Recruitment & Selection

1. Executive Chef / Head Chef, Sous Chef, Sous Chef – Control tower, Chef De Partie', Commi – I, II & III, Crew Member, Sr. Crew Member, Service attendant, Offline Sales Executive, Café Incharge, Packaging and Dispatching staff, BDM, BDE, CX – Customer Service, Field Sales executive, HR Coordinator and recruiters, Doctors, Radiographer, Staff Nurses, ACROM, CROM & Sr. CROM, Front Office, Housekeeping, F&B service, , KST , Engineering, Accounts, Sales & Marketing, IT, Drivers, Job Trainees and Industrial Trainees, BDM, SDM (Agency Channel, Bancassurance & Broca Channels).
2. Sourcing through Social media, NGO, Job Fair, Colleges (Tier – I, II & III), Employee Poaching, Referrals, IJP, Naukri & Vendor Management.
3. Manage from bulk to individual hiring as per the requisition and within given TAT.
4. Requisition raised by hiring manager of all departments and start working on the same.
5. Before scheduling the interview with the concern panels, check their availability on calendar and schedule accordingly.
6. Scheduling the interviews with the panels through F2F, T-CON or Video calls as per there availability.
7. After receiving the feedback from all the panels, inform all the candidates about the selection and rejection with the reason through Call, SMS or WhatsApp.
8. Release the Offer Letter to the selected candidates and inform them to revert the same with the acceptance.
9. Share about the on-boarding details and checklist for all mandatory documents.

Onboarding & Training

1. Share the on-boarding list to security dept., so that it can be easy for them to guide the candidates in the correct direction and candidates do not face the challenges.
2. According to checklist collect all the mandatory documents and check the age and name in the mandatory documents (original).
3. After filtering with the documents give them the Application form and tell them to fill the same.
4. Collecting all documents along with the application form and give them two copies of the appointment letter, one for the candidates and one as an acknowledgment.
5. After all the documentation part send them to open the salary account.
6. Give them a booklet about company information and schedule for the training.
7. Brief them about the policies – PL, CL, SL, Week Off, Compensatory Off, POSH, maternity leave, paternity leave, bereavement leave & marriage leave.
8. Handover the candidates to the L&D Department and share the list of candidates who are on-boarded.
9. Collect the attendance from the L&D team by EOD every day.
10. Maintain the personal folder for all employees (Existing and New), from all mandatory documents, warning letter, termination letter, FNF and experience letter.
11. Employee Engagement activity – CSR, Town hall meetings, fire fighting training, sports activities, festivals etc.

Payroll & Statutory Compliance

1. Maintain one excel sheet for attendance of all employees (On-roll and Contractual/Consultant role) for all departments.
2. Get the hard copy of attendance sheet from all the departments on month end, and tally from soft copy (eSSL Biometric) attendance.

3. If any mismatch in attendance, contact the department HOD rectify the error and take their confirmation on mail.
4. After tallying the attendance, update the Week Off, LOP, PL, CL, SL & Compensatory Off of all individual employees in excel sheet and software.
5. After updating the details on software, share the same with the accounts department to release it by 06th or 07th every month.
6. Verify the E-codes and names of the employee from their Aadhar Card, consolidate the excel sheet and share with the team to generate the invoice.
7. Payroll for no. of employees starts from 400 – 5000 maintained and create a folder month wise, save the excel in the same for future purpose.
8. Worked in two pay- cycles – 01st till 30/31st (Collect the attendance on month end) and 20th till 21st (Collect the attendance from 21st, reminder for marking the attendance from 15th of every month).
9. If any of the employee's bank details are not active, then ask for alternative bank details until the present one (Salary account) gets active.
10. Prepare the active and inactive employee excel sheet and update the details accordingly in PF and ESIC portals.
11. Maintain individual employment folders for all employees including employees, Job Trainees and Industrial Trainees.
12. Folders like – Accommodation, Lockers, Uniforms & Shoes, FNF, Acknowledgement Copies (Experience letters, warning letters, light bills, water bills, rent agreements).
13. Bulk upload of all employees PF & ESI details in the concern portals.
14. Worked on Profession Tax Act 1976, Gratuity Act 1972, Bonus Act 1965, Minimum Wages Act 1948, EPF Act 1952, ESI Act 1948.

Work Experience

Company Name	Designation	Location	From	Till
Cure.fit	Sr. Executive - HR	Bangalore, KA	21-Jun-19	Currently Working
Teamlease Services Limited	Sr. Executive – Payroll	Bangalore, KA	16-Jul-18	20-Jun-19
Hotel Katuri Orchid	Sr. Executive - HR	Jodhpur, RJ	10-Jul-17	04-Jun-18
Indana Palace	HR - Executive	Jodhpur, RJ	04-Nov-16	03-May-17
PeopleStrong HR Services	Consultant - HR	Jodhpur, RJ	01-Dec-14	31-Aug-15
The Chancery Pavilion	Industrial trainee	Bangalore, KA	22-Jun-09	22-Dec-09

INTERNSHIP - AIESEC

MESI |Moscow, Russia|

19 Nov 2013 – 20 Dec 2013

Assistant Teacher

Duties & Responsibilities:

- Prepare Lecture on topics related to Management and Marketing in English.
- Giving the lecture to group of university students and professors.
- Round Table Discussion.
- Preparing the presentation and Management games.
- Introduction about my country, stories and experience about me.
- Participated in all Moscow activities and events (Speaking Club, global Villages etc.)

EDUCATION

Qualification	University	Location	Passing Year
BBA Hotel &Tourism Management	Dr. Babasaheb Ambedkar Open University (BAOU)	Ahmedabad, GJ	2008 - 11
MBA-HR	Jaipur National University	Jaipur, RJ	2015 -17

Computer Skills

MS Office | Microsoft Outlook | CSCU (Certified Secure Computer User) | IDS | UniHyr | Darwinbox | Saral paypack | ALCS | VLOOKUP & HLOOKUP | Pivot table | Conditional formatting