

Kunjumol U.Samuel,

Flat No.B\_103

Pausha Residency,

Phase II,Navade,

Pin code -410208.

Navi Mumbai,Maharashtra.

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CURRICULUM VITAE

**Objective**

To work in an organization with a team of professionals, where there is an opportunity to contribute my skills for meeting new challenges and activities of the organization.

**Education**

B.Sc. - MG University

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Other Qualifications

* Accountancy (Correspondence course.)

* ‘Tally ERPS Learned by In-House training at JTEPL

**COMPUTERSKILLS:**  
Microsoft office, Excel, and PowerPoint

**ORGANISATIONAL EXPERIENCE**

Sr.HR.Exe - Infra Sales, Vashi - Oct-2022 to Dec 2022

HR/Admin Officer - Civilco Engineers & Associates,Goa - July.21 to Aug. 2022

Sr.HR.Exe - Excellent Projects (I) PVT. LTD, CBD - Feb 20th 2017 to Oct. 202

DY. Mgr. (MIS) Machan Pharma Ltd - 20th May’2013 to Dec.2017 (CO.CLOSED) HR Officer –AR Engineering Mahape June 2010 to April. 2013

HR & Accounts Joy Thomas Engineering Pvt.Ltd ,Vashi - July1999 to March 2010

**EXPERIENCE**

Dedicated HR Professional with more than 15 **years** of experience

**Key Skills**

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* Benefits/ Payroll Administration
* HRMS Database Administration
* Program & Event Management
* Employee Relations
* Legal Issues & Compliance
* Contract Negotiations / Administration

**Sr. HR Executive/Mgr.**

* Liasoning with government agencies for registering the company for PF, ESI, Shop Act.
* Monthly payroll processing checking payroll inputs.
* Coordination with Third party contractors for Monthly salary processing, compliance.
* Manage monthly, Statement & returns PF, ESIC, etc
* Preparing monthly MIS reports on Payroll cost.
* Handling grievances of employees related to PF , ESIC, GPA and GMC policy, claim settlement.
* Update Minimum wage revisions
* Processing the monthly reimbursements of expenses.
* Calculations of Full and Final Settlements & coordination with, Accounts teams for timely Full and Final Settlements of exit cases.
* Managing Increment / Bonus cycle: Checking and implementation of annual increments.
* Responsible for the new project activities, development and reporting of progress
* Assist with negotiation of contract with vendors, auditors and consultants for services
* All insurance policy follow-up of company, employees and vehicle
* Calculating the Income Tax return of employees.

**HR /Admin**

Responsible for various HR functions including filing of various returns, renewing of licenses, maintain statutory registers under Factories Act, preparing Competency Mapping

* Rectified disorganized process in all the sub sections of HR by properly maintaining database & filing of various records.
* Payroll Management of Staffs & Preparation of Wage statement of worker
* Maintaining the detailed schedule of Loans and advances to employees and ensuring the timely deductions from salary..
* Ensure compliances to all the statutory local legislations and submit reports and returns to statutory body on periodical basis as per the statute requirements.
* Management of HRIS application and maintain the attendance, leave, overtime and other HR database
* Ensure all aspects of Safety Management including issue of Personnel Protection Equipment.
* Represent the management at meetings that involve employee benefits, compensation and discipline issues.
* Responsible for settlement of Employee grievances.
* Tender documentation
* Travel arrangement for employee,
* Perform accounting tasks, including invoicing ,,assists in purchase orders
* Re-solving maintenance issues of company asset and arranging routine maintenance. Keeping record of office stationery etc.,
* Provide administrative support for operations team
* A/C.-- Well versed with Tally ERP.9 & Book keeping, procurement ,Invoicing bank reconciliation etc.,

Personal Details

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| Gender |  | Female |
| Marital Status | : | Married. |
| Nationality | : | Indian. |
| Date of Birth | : | 02nd Feb.1969. |
| Languages Known | : | English, Hindi, Malayalam and Marathi |

Date: 18th May 2023.

Place: Navade. (**Kunjumol )**