



SANTHOSH CHOIKKUNNUMMAL VEETIL

Pukkalam (H) | Pallikkara (Via) | Periya (PO) | Kasaragod (Dist)
| Kerala | India | santhoshpukkalam@gmail.com | +91 9048213185

OBJECTIVE To utilize the opportunities available to secure a promising, successful and challenging career, where I can apply my knowledge to the best of my ability to achieve the organizational goals to help me explore myself fully and realize my Potential.

CAREER SUMMARY 3 Years of experience in HR and 8 month experience in Business Management

PROFESSIONAL EXPERIENCE **BUSINESS HEAD, SIGNATURE MOTORS KASARAGOD PVT LTD , KERALA, INDIA.**
MAY 2017 – APRIL 2018

Reporting to GM

Duties and Responsibilities

- Sales and service over view
- Process handling
- Ramp up sales and service activity
- Implementation of new strategy

HR HEAD , THE BUSINESS HOUSE, KERALA, INDIA.
December 2015 – April 2017

“The Business House” is the emerging group in India who is expanded their business in Automotive, Real Estate and Lighting business for last 14 years.

Reporting to Support Function Head.

Duties and Responsibilities

- Recruitment and Training
- FAB and Legal administration
- Conducting staff welfare activities
- Payroll and Performance appraisal
- Strategy Planning and Dispute settlement
- Oversee the evaluation, classification and rating of occupations and job positions

ASSISTANT HR MANAGER (TRAINING & RECRUITMENT), THE BUSINESS HOUSE, KERALA, INDIA.

MARCH 2015 – NOVEMBER 2015

Reporting to HR Manager.

Duties and Responsibilities

- Recruitment and selection process
- Organizational departmental planning and development
- Provide guidelines and effective utilization of trainers
- Employees counseling and need assessment
- Coordination with all training process
- Analysis of training program regarding productivity of employees.

HR EXECUTIVE, THE BUSINESS HOUSE, KERALA, INDIA.
MAY 2014 – FEBRUARY 2015

Reporting to Asst.HR Manager.

Duties and Responsibilities

- Staff relation and performance appraisal
- Payroll
- Staff relation and performance appraisal
- statutory and employees welfare
- Joining process and conduct exit interviews
- Grievance handling
- Policy development and documentation

EDUCATION

2012 | **ANNA UNIVERSITY, TAMILNADU, INDIA.**
MBA IN HR & MARKETING

2009 | **UNIVERSITY OF KANNUR, KERALA, INDIA.**
BACHELOR OF COMMERCE

2006 | **HIGHER SECONDARY BOARD OF EXAMINATION, KERALA, INDIA.** Plus Two (Higher Secondary)

2004 | **KERALA STATE BOARD OF EXAMINATION, KERALA, INDIA.**
SSLC (Matriculation)

SKILLS & ABILITIES

- Have analytical skills and ability to handle new assignment and meet deadlines.
- Ability to work in a team
- Enthusiastic to learn new things
- Hard Working

IT SKILLS

- Diploma in Computer Application (DCFM)
- Windows, MS Office, Tally 9, Visual Basic, Internet browsing & emailing

PERSONAL DATA

- Born on 01/02/1989, Married, Male,
- Indian Resides at Kerala, India
- Mobile Phone: 0091-9048213185
- Passport No: H2044743 | Expires on: 18-01-2019

LANGUAGES KNOWN

English, Hindi, Malayalam and Tamil

REFERENCES

MR.RAVIRAJ RAI, BRANCH MANAGER

SIGNATURE MOTORS KASARGOD PVT.LTD , KASARAGOD
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MR.DHANOOJ.K.R, BRANCH MANAGER

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