



## USAMATH P

HR Administrator

Mobile: - +91 9809443962

Email:-usamathparakkal@gmail.com

Post-Graduation in Master of Business Administration (HR & Marketing)

### Career Objective:-

Seeking a career opportunity clubbed with growth and challenge in a well-established organization and to strive for the betterment of the organization and myself.

### Working Experience :-( 2 Years)

- **Neuchatel Chocolate and Gifts, Alain, UAE– (HR Administrator) (1 + years - February 2017 to March 2018)**

#### Duties and Responsibilities

- ❖ Maintains management guidelines by preparing, updating, and recommending HR policies
- ❖ Responsible for maintenance of files, personal files, insurance policy, gratuity
- ❖ Managing and controlling day to day workers activity and reporting
- ❖ Handling time office and Maintenance of attendance & leave records
- ❖ Manage and analyze payroll, employee compensation and benefits
- ❖ Supervising and Controlling the workers and designing work
- ❖ Managing the complete recruitment and staffing life cycle

- **Manumatic Nissan, Kannur, Kerala , India – (HR Trainee) (6 months – July 2016 to January 2017)**

#### Duties and Responsibilities

- ❖ Assist in the preparation of regularly scheduled reports
- ❖ Prepare and assist to payroll, employee compensation and benefits
- ❖ Handling of attendance management
- ❖ Preparation of ESI and PF
- ❖ Design and implement overall recruiting strategy

### Academia:-

No.	Class	Institute/College	University/ Board
01	Master of Business Administration (2014 – 2016)	Institute of Technology Mayyil	Kannur University
02	Bachelor of Business Management (2011 – 2014)	Amsteckarts and science college,kalliasseri	Kannur University
03	Higher Secondary (2009 – 2011)	MHSS Taliparamba	Kerala State Board

### Technical Skills:-

1) Tally ERP 9 2) Quick Book 3) MS Office

### Technical Academia:-

- ✿ Diploma in Computerized Financial Accounting with Tally ERP 9 - DCFA

### Projects:-

- Completed Organizational Study at MINAT ISPAT Pvt Ltd, Calicut, Kerala, India as part of MBA Program.
- Completed Study at Kanirod Weavers Ltd, Kannur, Kerala, India as part of BBM Course.

### Languages known:-

Language	Speak	Write	Read	Level
English	Fluent	✓	✓	Full Professionally Proficiency
Malayalam	Native	✓	✓	Bilingual Proficiency
Hindi	Intermediate	✓	✓	Professional Working Proficiency
Arabic	Intermediate	✓	✓	Professional Working Proficiency

### Personal information:-

- **Gender** : Male
- **Age & Date of birth** : 25,11/06/1993
- **Nationality** : Indian
- **Marital Status** : Single
- **Contact Address** : Mubeena Manzil, Kuttikkol  
Kuttikkol (Po), Taliparamba  
670141 (PIN) Kannur  
Kerala, India

### Personal skills:-

- Optimistic
- Good presence of mind
- Adaptability
- Quick learner
- Leadership
- Ease with technology

### Declaration:-

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**USAMATH P**

Date:

Place: