

Anoop Asokan

Kerala, India • +971 562594265 (UAE) • +91 9539236551 (Kerala- India) (H)

• anoopasoakan90@gmail.com

Personal Details:

DOB: 12-07-1990 • Passport Details: No: K 0067360; Date of Expiry: 01-02-2022

A competent professional with nearly 7 years of experience in:

- Operation Management
- Process Management
- Attrition Management

An out of the box thinker with proven track record of establishing processes, SOP's, streamlining workflow and creating team work environment to enhance productivity innovatively. Well versed with the in house software system that deals with the work flow of the company and database. Excellent interpersonal skills with problem solving, logical thinking and analytical abilities.

National Paints Factories Co. Ltd, UAE

HR Executive

2014 March - 2019 August

National Paints Factories Co Ltd. Is the largest paint consortium in the Middle East ranking 15th among the top 50 coating companies based on production volume and 23rd across the world's top 100 paint companies.

- Conducting induction programs for the new employees technical ,sales and administration
- Finding the training needs of the company and sending the training nominations to the concerned authorities.
- Probation confirmation and Performance Appraisals
- Arrangement, coordination and conduction of employee welfare programms.
- Attendance and Leave Management
- Man power matching with the Department heads and Managers
- Exit formalities with the accounts and concerned authorities.
- Grievance handling

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Geeyem Motors P (LTD), Kerala
Designation: Assistant HR

2012 Oct - March 2014

Dealers of Chevrolet (GM Motors) providing 3s facilities in Kerala, India

Area of Expertise:

- Conducting and coordinate the interviews within in the office as well as in the campus and screening.
- Attendance management through with the help of punching system
- MIS
- Performance Appraisals
- Regular interactions to the ESIC offices for the new staff entries, thump registration, medical compensations, and insurance issues
- Managing the attrition level of the companies by sorting the reasons for the resignation by exit interviews.
- Grievance handling from the floor level communications
- Completing the PF formalities of withdrawals, loans
- Calculating the contributions of PF,ESIC and payments

Education

- MBA from ANNA UNIVERSITY, CHENNAI with Specialization in HUMAN RESOURCE and MARKETING.
- B.Sc PHYSICS from UNIVERSITY OF CALICUT, KERALA

PROJECTS

STRESS MANAGEMENT (HR) : DESHABHIMANI DAILY KERALA, INDIA
BRAND EQUITY (MARKETING) : THOPPIL AYURVEDICS KERALA, INDIA

LANGUAGES KNOWN

ENGLISH ,HINDI, MALAYALAM (MT), TAMIL, ARABIC

Driving License

UAE driving license valid till 04-09-2020

Technology Skills

Operating Systems: Windows 7, Windows 8 & 8.1, Windows 10 Microsoft Office: Office Version 2013, Office Version 2016 Others : Adobe Photoshop, MIS Tools, CRM Tools