



BASIL P.V

HR PROFESIONAL



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Calicut, Kerala, India

QUALIFICATION

MBA – 2013
HR & Marketing
Bangalore University

CORE COMPETENCIES

- Continuous learning in HR trends
- Apt decision making
- Proactive approach
- Drive for quality
- Flexible towards work
- Time Management ability
- Self-Motivated
- Discretion, trustworthiness and tact
- Positive work ethics

SKILLS & EXPERIENCE

- Talent Acquisition
- Performance Evaluation
- Grievance Redressal
- Employee Counselling
- Negotiation & conflict Management
- HR Budgeting
- HR Policy framing
- Strong IT Proficiency
- Off-Boarding & Exit Interview

JOB OBJECTIVES

To associate with a fast-growing organization that gives me scope to update my knowledge and skills according to the latest trends and to be part of a team that dynamically works towards the growth of organization and gains satisfaction thereof.

CAREER SYNOPSIS

- 5.7 Years of experience in HR operations.
- Associated with Madhyamam Daily- Calicut, as Asst. Personnel Officer from November 2013 to June 2019.
- Adorned the charge of HR Manager from December 2017 onwards.

EXPERIENCE



Company Name: **Madhyamam Daily**

Industry: Media, [Newspaper in Malayalam language.]

Employee Strength: 900+

Location: Calicut, Kerala, India.

Designation: **Asst. Personnel Officer**

Duration: **From 25th Nov 2013 to 30th June 2019 - [5.7 years]**

Roles & Responsibilities:

HR Manager (in charge) - 01st Dec 2017 – 30th June 2019 - 1 Year 7 months

- Successfully filled vacancies with right candidates in the right time. Expertise in recruiting through online job portals like Naukri.com, Indeed.com, LinkedIn etc.[partnering with department managers to determine manpower requirements, scheduling and conducting recruitment, conducting telephonic and f2f interviews, administering assessments as per company norms, performing reference and background checks, post interview feedback, giving induction to selected candidates]
- Re-Invented and designed new recruitment system to make recruitment process less complicated and faster.
- Successfully implemented HR policies that promote a healthy work environment.
- Provided career advice to potential employees for their career growth.
- Organized learning and development programs by associating with external trainers and institutions.

LANGUAGE SKILLS

Malayalam	<div><div></div></div>
English	<div><div></div></div>
Hindi	<div><div></div></div>
Arabic	<div><div></div></div>

IT SKILLS

MS Word	<div><div></div></div>
MS Power point	<div><div></div></div>
MS Excel	<div><div></div></div>
Adobe photoshop	<div><div></div></div>

PERSONAL INFO

D.O.B: 31ST JAN 1990

Nationality: Indian

Religion: Islam

Marital status: Married

INTERESTS



Travelling



Listening to Music



Reading



Mobile Photography

- Helped employees to enrol in conferences, tradeshow, seminars etc which help individual and organizational development.
- Conducted performance appraisal and ensured employees are awarded right benefits on time.
- Monitored and supervised salary works, yearly increments, promotion pay etc.
- Grievance redressal activities - intervened and helped employees to map out solutions. Also conducted employee counselling activities for retention, motivation etc.
- Successfully conducted manpower audit and determined the required number of employees.
- Responsible for maintaining a human resource system that meets top management information needs.
- Implemented plans for manpower cessation to reduce the excess numbers.
- Organized many farewell functions on the occasion of superannuation of employees.
- Conducted exit interviews and submitted detailed reports regarding employee retention to the company for analysis.

Asst. Personnel Officer - 25th Nov 2013 - 30th Nov 2017 - 4 Years

- Supported and suggested improvements to the entire recruitment process.
- Sourcing, screening and short-listing candidates, telephonic interviews, briefing the candidates for the interview, post interview feedback.
- Maintaining and updating the database of the candidates.
- Contributed to staff pattern restructuring.
- Supported in restructuring of Performance Appraisal system.
- Contributed in preparations of policies and norms related with manpower.
- Established work priorities, delegated work to supporting staff and monitoring, and ensured deadlines were met and procedures were followed.

ACADEMIC CREDENTIALS

- **Master of Business Administration** (2011 - 2013)
Specialization: HR and Marketing
College: Don-Bosco Institute of Bio-science and Management Studies,
University: Bangalore University, Karnataka, India.
- **Master of Science** (Pursuing)
Specialization: Applied Psychology.
University: Bharathiar University, Coimbatore, Tamil Nadu, India.
- **Bachelor of Business Administration** (2008 - 2011)
College: Farook College, Calicut
University: University of Calicut, Kerala, India.

ACADEMIC PROJECT WORKS

- Final project on Employee satisfaction in Malabar Regional Co-operative Milk Producers Union Ltd. (MILMA) Kozhikode. (During MBA).
- Problems in Job satisfaction of Employees at Varma Foods and Spices Pvt. Ltd. Kozhikode (During BBA). Studied various problems faced by the employees.