

# JITHU T S

HR PROFESSIONAL



Dubai, UAE



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- Immediate Joiner
- Visa Type: Visiting Visa
- Visa Validity: July 3, 2024

Dynamic and results-oriented HR Professional with extensive experience in all facets of human resources management. Adept at developing and implementing HR strategies and initiatives aligned with organizational goals and objectives. Skilled in recruiting top talent, fostering employee engagement, and cultivating a positive work culture. Proven track record of effectively managing employee relations, performance management, and talent development programs. As an HR Professional, I am poised to make a positive impact on organizational success by maximizing the potential of its greatest asset – its people.

## SKILLS

Talent Acquisition

Employee Relations

HRIS Tools

HR Compliance

Performance Management

Compensation and Benefits

Grievance Handling

Training and Development

MS Office

ISO 27001-2022

## WORK EXPERIENCE

### HR MANAGER

#### CODEWORK SOLUTIONS PVT LTD

Oct 2021 – April 2024

- Inaugural member of the HR department, played a pivotal role in managing the complete employee life cycle and implementing streamlined HR processes.
- Implemented a spectrum of HR policies and procedures with a focus on ensuring stringent compliance with regulatory requirements and industry standards.
- Proficiently managed end-to-end recruitment, encompassing budgeting, JD preparations, sourcing candidates, screening resumes, conducting interviews, negotiation, and onboarding. Ensured adherence to organizational standards and industry best practices.
- Collaborated closely with various departments and external clients to successfully implement ISO standards in Information Security, leading to the attainment of certification.
- Developed and implemented robust performance management systems to enhance employee productivity and foster a culture of continuous improvement.
- Proactively manage employee relations, diplomatically resolving conflicts and grievances. Contributed to a harmonious work environment, enhancing workplace dynamics and satisfaction.
- Manage the entire recruitment process, including job postings, sourcing candidates, screening resumes, conducting interviews, and making hiring decisions.
- Participate in strategic workforce planning to anticipate future talent needs and ensure the availability of skilled employees to support business objectives.
- Develop recruitment strategies to attract top talent and build a talent pipeline for current and future staffing needs.
- Provide guidance and support to managers and employees on performance-related issues and initiatives.

### SENIOR EXECUTIVE - HR

#### ASTRO-VISION FUTURETECH PVT LTD

June 2017 - Oct 2021

- Overseeing the complete spectrum of HR operations, including recruitment, onboarding, employee relations, benefits administration, payroll processing, performance management, and compliance.
- Collaborated closely with both the management and accounts team, actively engaging with external auditors to secure essential funding for the organization.
- Implemented employee-level metrics and seamlessly aligned them with training and development strategies to elevate employee skills.
- Strategically oversaw HR activities encompassing manpower planning, retention initiatives, performance management procedures, and employee rewards. Conducted satisfaction surveys to boost organizational effectiveness.

- Oversee performance management processes, including goal setting, performance evaluations, feedback mechanisms, and performance improvement plans.
- Lead recruitment efforts for key positions, including sourcing candidates, conducting interviews, and negotiating job offers.
- Contribute to the development and implementation of HR strategies aligned with organizational goals and objectives.
- Monitored employee performance, implemented necessary actions, tracked goal sheets, confirmed probation/training periods, and participated in annual appraisals to ensure high productivity and foster employee development.
- Organized diverse employee engagement initiatives to boost team morale, cultivate a positive workplace culture, and strengthen overall employee satisfaction.

PAYROLL ASSOCIATE\_TRAINEE  
NGA HUMAN RESOURCES, KOCHI

Dec 2016 - June 2017

- Accountable for efficiently managing the end-to-end UK payroll process for a workforce of 3000 employees.
- To facilitate payroll processing in collaboration with the client and onshore team, ensuring compliance with specified Turnaround Time (TAT) and accuracy standards.
- Facilitated effective communication as the key point of contact between the client and the onshore team, adeptly addressing inquiries and concerns about payroll and tax matters.
- Understand and learn the company's payroll policies, procedures, and systems. Familiarize oneself with relevant software applications used for payroll processing.
- Assist in accurately inputting employee data such as hours worked, deductions, garnishments, and other payroll-related information into the payroll system.
- Verify and reconcile timesheets to ensure accuracy in employee hours worked, leave taken, overtime, and other relevant data.

EDUCATION

MBA

Hindusthan College of Arts & Science, Coimbatore

Jul 2014 – Apr 2016

B.COM

Mar Kuriakose College of Arts & Science, Puthuveli

Jun 2011 – Mar 2014

AWARDS & CERTIFICATIONS

- ❖ WOW Award for Responsibility from NGA Human Resources, Kochi
- ❖ Certification Course in Human Resource Management - Udemy

LANGUAGES

English

Malayalam

Hindi

Tamil

COMPUTER SKILLS

MS Office

Zoho

MyHRW

Razorpay

Resource link

Empxtrack

Excel

PERSONAL DETAILS

Date of Birth : 01/12/1993  
Gender : Male  
Nationality : Indian  
Marital Status : Married  
Passport No : W1928234

DECLARATION

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

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