

SHEMI MOL.Z

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SYNOPSIS

- MBA with 9 years of experience in Human Resource Management & Administration. Expertise in Employee Relations, Employee Engagement Activities, Performance Management, Training & Development, Talent Acquisition & Management, Payroll Administration, Reward & Recognition, Staff Development, Grievance Handling, NABH activities, HR Records & HRMIS Management, Employee Separation Process, Exit Interviews & Exit Analysis, HR Audit, Organizational Development, Leadership Management & General Administration.
- A team leader with managerial skills efficient in spearheading the HR & Administrative activities in coordination with Internal / External Departments for smooth day to day Business Operations to achieve common Business Goals.

CAREER OBJECTIVE

Seeking a challenging career in Human Resource Management & Administration with a growth-oriented organization where academics, acquired expertise, creative talents, inter-personnel skills and commitment to excellence will have valuable application with continuous Learning & Correction Process.

EXPERIENCE SUMMARY

Period	Organization	Designation
Sep 2010 to Jan 2012	Kosamattam Finance Pvt. Ltd, Kollam Main Branch.	Joint Custodian
May 2013 to till date	Travancore Medical college Hospital, Medicity, Kollam.	Senior Officer -HR

CORE COMPETENCIES

Employee Relations & Business Partnering: Interface with various department heads locally and address the different Employee Relations/ HR Generalist needs on a regular basis. Work with the business leaders to monitor and address attrition issues.

Employee Engagement and Interaction: Plan, direct, supervise, and coordinate work activities relating to employee relations. Ensure that the employee queries are handled in a timely and professional manner. Manage all internal investigation and disciplinary processes related to employees/ people issues.

Performance Management: Provide support in managing the performance appraisal and objective setting process. Gather, review and analyze data to identify trends and recommend solutions to improve performance, retention and engagement.

Training & Development: Working with team leaders and managers to identify training needs which are strategically linked to the organization's mission and vision. Administering Employee Training Programs, Evaluating Training Programs Effectiveness & Managing Training Budgets.

Recruitment: Candidate Screening, Selection & Executive Search-Handling complete life cycle of recruitment process from sourcing, initial screening, face to face interview process and co-ordination with candidates till they join the company. Preparation of Offer Letters & Appointment Letters.

Payroll Administration: Process payroll accurately & timely for employees. View and manage human resource data in HR Information Systems. Process new hires, terminations and benefit deductions and additions. Produce timely responses to employee inquiries. Ensure monthly statutory compliance (ESI, EPF, Labor Welfare Fund, Professional Tax, etc.). Provide Salary Statements and submitting to Accounts Department for payment through bank. Handle Payroll Audit.

HRMIS and Analytics: Employee's file management, staff records, filing systems and regularly update master database of each employee – HRIS Management.

Team Management: Assign roles and responsibilities to all team members and monitor performance. Work with the team to assist in/ensure their professional-development. Provide support and guidance to the teams on all aspects of day to day operations.

Retention & Exit Management: Implementing effective Retention policies to reduce Attrition. Counseling employees and identifying issues or reasons regarding their resigning. Analyze and update reports from the results of exit interviews feedback & discuss with management for improvement changes.

General Administration: Manage personnel administration (activities relating to the employee life-cycle) and welfare activities for the division. Responsibilities include screening calls, making travel and meeting arrangements, preparing reports and financial data, training and supervising other support staff, and employee relations. Coordinates various office support services including purchasing and facilities management.

EDUCATIONAL BACKGROUND

- ↪ Completed **Master of Business Administration (MBA)** in **Human Resource and Financial Management** from Anna University Tirunelveli, Tamilnadu(Regular Stream) on 2007-2009
- ↪ Completed **Bachelor of Commerce** from Kerala University (Regular Stream) on 2004-2007
- ↪ **Plus Two**(Commerce)from Board of Higher Secondary Examination, Kerala on March 2003
- ↪ **SSLC** from Board of Public Examination, Kerala on March 2001

PERSONAL PROFILE

Name	:	SHEMI MOL.Z
Date of Birth	:	28thDecember1985
Sex	:	Female
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Malayalam& Tamil.
Communication Address	:	ZeenathManzil FFRA-50 Mundakkal Kollam - 691001

DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge.

Place: Kollam
Date: 11/07/2022

Shemi Mol. Z