



SOORAJ.K.RAJAGOPAL

Admin/ Payroll/ HR Executive

PROFILE

To grow as a Successful Professional in the Competitive Corporate World and contribute proactively to the Lines of Business, for the Overall Success and Growth of the Organization and Self. Be true to myself and do my duty sincerely.

PERSONAL DETAILS

Age & DOB : 32 & 06/11/1989
Sex : Male
Status : Married

CONTACTS

Mobile : +918921522660
E- Mail : Sooraj.k.rajagopal@gmail.com
Address : Kallatt House, P.O. konikkara,
Pin 680306, Ollur, Thrissur Kerala.

SKILLS

Hard working, quick Learning, problem solving, dependability, adaptability & analytical skills .

HOBBIES

Reading books, Traveling & Play Cricket.

EDUCATION

Bachelor of Business Administration (**BBA**)
2007-2010
(M.G.University of kottayam)

MBA (LOGISTICS, Human Resource)

(Sikkim Manipal University)

PASSPORT DETAILS

Passport No : U 0773866
Place of Issue : Muscat
Date of Issue : 08/06/2020
Date of Expiry : 07/06/2030

TECHNICAL SKILLS

M.S.Office,CHRM, Oracle base-HRIS &, Payroll,
MIS Data, Pivot table

LANGUAGES

Malayalam (Mother Tongue), English, Tamil,
Hindi & Arabic

WORK EXPERIENCE

From March 2022 I am working as HR executive in Forte realty real estate

Previous Experience

Experience : 2016 March to April 2021
Organization : Baomar Food Industries LLC
Designation : Operations.
Job profile : Sr.H R Executive & Payroll.

Duties and responsibilities

- Managing company staffs including coordinating and supporting recruiting team.
- Develop forecasts; discuss company policies and laws to employees.
- Manage and decide quarterly meetings basis for well going departments.
- Handling 350 staffs leave salary calculations and settlements (EOSB) amounts.
- Adhere to high ethical standards and comply with all regulations/applicable laws (wps).
- Screening of resumes and schedule and conduct interviews.
- Salary negotiations and preparation of offer letters and employee contracts, also on boarding newcomers.
- Keep a separate date file regarding performance and other actions (pending leaves, visa expiries, medical leave etc..) each employee.
- Conduct training and orientation to employees and analysing each performances and record data.
- Locate area of improment and propose corrective of actions that meet challenges and leverage growth opportunities.
- Bring out the best employees personnel by providing coaching, training development and motivation.
- Coordinate with PRO for issuing and renewal of work permit, residence visa and visa cancelation.
- Periodic review of existing policies.

Previous Experience

Experience : Feb 2012 to 2016 March.
Organization : Summit General Trading LLC
Designation : Operations.
Job profile : HR Executive & Payroll

Duties and responsibilities

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
- Monitor payroll and salary increment.
- Processing all personnel action forms and ensuring proper approval.
- Addressing any employment relations issues, such as work complaints and harassment allegations.
- Preparing offer/appointment and various other letters and issue them to employees.
- Training the new employee orientation, staff development, technical and safety, leadership, career planning.

Previous Experience : 1

Experience : June 2010 to Jan 2012.
Organization : ICICI Home Loan.
Designation : Operations
Job profile : Human Resource Capitalist

Duties and responsibilities

- Working as back-up to Manager in performing business operations duties.
- Act Coordinate with Manger to schedule team meetings and to provide follow-ups.
- Support the Manager in managing and resolving operational issues.
- Store, file and retrieve corporate documents and reports as and when needed.
- Perform general office administrative and clerical duties.
- Maintain logs and spreadsheets for all office activities.
- Maintain and prepare staff monthly performance report.
- Training and orientation program conduct for the new staffs.

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.