

**MBA-HRM, CHRMF**

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SIJO JOSE K
(HR Admin Management)

An HR Admin Management professional with **7 years'** experience specially in HR Admin operations; Organising and Maintaining personal records, Facility Management, Employee Engagement, Office Support Management, Employee Training & Development, Corporate Training, Client & Customer Handling, Payroll management, Event Coordination, Policy Making, Visa Processing, Recruitment and staffing. Well organised to meet project deadlines and requirements while performing multiple tasks within fast paced environments. Respond rapidly and appropriately to changing circumstances; evaluate problems, make astute decisions to effect positive change, and refocus on new priorities.

Education

- **MBA (HR)** – in 2009 Christ College Bangalore, India.
- **BA (Philosophy)** in 2006, Dharmaram Vidya Kshetram, Bangalore.
- **BA (History)** 2003, **University of Calicut**
- **Pre Degree in 1998, University of Calicut**
- **SSLC in 1995, Board of Public Examination Kerala.**

Training and Certification

- **CHRMF**, Advanced HR Admin Training Certification 2018, Bangalore.
- **Advanced Excel Certification 2018,**
- **Microsoft office specialist 2016,**
- **SAP Knowledge, 2014.**

Professional Working Experience with 3 Companies as following;

1. **HR Coordinator, G TECH** Nov 24th 2014 to Sept 30th 2017.

Achievements

- Awarded for the best employee of G TECH in 2016.
- Successfully Given Corporate Training and Career Guideline Training to 160+ Institutions India and Lakshadweep.
- Awarded as the best Training coordinator and RED Ambassador for employee training programmes 2016 to 2017.
- Placed 3800+ candidates through job drives and fairs.

Key Responsibilities Handled

- Induction Training, leave management and MIS report.
- Admin support to managers and employees.
- Training and Development.
- Providing timely feedback to the management.
- Direction to Provide Facilities to New Joiners.
- Providing leadership management coaching.
- Conduct Recruitment Drives and Job Fairs.
- Grievance collection and problem solving.
- Involving in Performance management evaluation.
- Involving in Manpower Planning and Recruitment.
- Absenteeism, Internal Investigations. Disciplinary action.
- Conducting Drives, Walk-ins and personal interviews.
- Coordinating at all levels of Interviews.

Worked with Employers in Past

- **G TECH (2014 to 2017)**
- **Gulf Resource (2012 to 2013)**
- **IBM (2010 to 2012)**
- **Lesconcienges (2006 to 2009)**

Key Strength & Skills

Excellent Admin Skills.
Training and Development.
Collaboration & resiliency
Public Speaking Skills.
Excellent in PPT Presentation
Human Resource Functions
Office Management
Microsoft Office Expert
Schedule & Event Coordination
Problem Identification & solving
Employee Engagement
Team Building & Leadership
Interpersonal Communications

Nationality: Indian

Date of Birth: 08-03-1980

Marital Status: Married

Gender: Male

Native Place: Kerala

Religion: Christian Catholic

2. HR Officer, Gulf Resource, Doha, Qatar, Since November 2012 to Sept 2013.

Roles and Responsibilities:

- Arranges meetings by scheduling appropriate meeting times and facilities.
- Manages correspondence by answering emails and sorting mail.
- Assists in planning and arranging events, handles expenses and billing cycles.
- Drafts, formats, and prints relevant documents.
- Manage and control staff expense requests.
- Interacts with directors and carries out their requests.
- Creates agendas and takes meeting notes.
- Recruitment and Interview, Payroll and leave management.
- Maintains accurate records for employees requests.
- Manages outgoing post and records data on special deliveries.
- Photocopies and files appropriate documents as needed.
- Attends workshops and conferences when requested.

3. Certification Officer, IBM, Bangalore, India, since 25th March 2010 to 29th June 2012

Duties handled:

- Follow up the standard duties such as daily and monthly attendance reports generated.
- Ensuring the holiday planner provided at the beginning of each year by Departments.
- Assist and answers questions and inquiries from other Departments.
- Perform any additional HR related tasks (such as medical inquiries, IDs related etc...)
- In coordination with other Departments, nominate staff for training programs
- Supports the recruitment process by assisting with job postings, creating and managing interview schedules, and drafting offer letters. Making Job offers & On Boarding.

4. Lesconcierges Life Care services Pvt Ltd, Bangalore (6th Sep 2006 to May 20th 2009)

Duties Handled:

Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies. Providing real-time scheduling support by booking appointments and preventing conflicts. Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations. Screening phone calls and routing callers to the appropriate party. Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research. Greet and assist visitors. Maintain polite and professional communication via phone, e-mail, and mail. Anticipate the needs of others in order to ensure their seamless and positive experience.

TECHNICAL EXPOSURE

- MS Office: All Versions - Good working knowledge in word, excel, Power point, and advanced excel reports i.e., pivot table, goal seek, auto filters, V look up, splits & freeze panes which is used prepare to MIS reports and payroll management.
- **Reference Check:** Animesh Rai, Asia Pacific Head, (animesh.rai@rippleslearning.com)
Deepak Padiyath: Vice President of G-TEC Education, (vp@gteceducation.com)

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