



# VISHNU PS

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## CAREER OBJECTIVE

Seeking a creative career in an organisation where I can enhance and utilise my abilities and skills sets to its while contributing to achieve personal and organisational objectives.

## CORE SKILLS

- Team worker
- Leadership.
- Organising
- Self-motivated
- decision making skill
- Hard working and dedicated to companies objectives.

## LANGUAGES KNOWN

ENGLISH – Read, Write, Speak

HINDI – Read , Write

MALAYALAM - Read, write, speak

## PERSONAL PROFILE

**Permanent Address**

Pottath(HO)

Vennur(PO)

pazhayannur

Thrissur, 680587

**Date of Birth :** 23/02/1996

**Gender :** male

**Fathers name:** Sreekumar

**Marital Status:** Single

## WORK EXPERIENCE

- Currently Working as **Human Resource Executive** in **Nippon Toyota Motor Corporation**

### Major Duties & Responsibilities

- Handling 3 branches with 500 plus employees in Thrissur region
- Employee grievance handling and retention
- Recruitment and hiring of employees
- Managing the on boarding activities and make arrangements for induction training for newly joined employees
- Make recruitment strategies
- Manpower requirement collection and preparation job description screening and conducting interviews
- Provide comprehensive HR and Administrative support to the organization
- PF registration for new joined employees and UAN activation, support for PF advance and withdrawals
- ESI registration for newly joined employees and contract staffs, updation for company staffs.
- E Pehchan card preparation
- ESI accident report preparation
- Performance appraisal quarterly and annual
- Daily attendance monitoring
- Preparation of monthly attendance report
- Statutory records preparation : Wage register, welfare fund preparation and payments, professional tax payment
- Service staffs attendance report preparation for service incentive calculation
- Participating Job fairs and campus interviews
- Training bill settlement
- Providing uniforms and safety shoes related outfits
- Creation of CTDMS ID and Lakshya
- Sales incentive sheet preparation with attendance

- Mess agreement preparation before due date
  - Purchase of basic requirements for mess
  - Organising various employee engagement activities sports tournaments ,CSR activities,festival celebration, birthday celebration
  - Employee transfer report, marriage contribution report,abscounting report preparation
- Worked for **CATHOLIC SYRIAN BANK**, Mullurkara as a **Business Development Executive**.(2021-2022).

### **INTERNSHIP UNDERTAKEN**

- Undergone an internship and on the job training at **STATE BANK OF TRAVANCORE, THIRUVILWAMALA.**
- Completed Market Audit in Thrissur location at **ELITE FOODS PVT.LTD**
- Undergone the project at **LULU INTERNATIONAL CONVENTION CENTER**, on the topic 'Workers participation in management'.

### **EDUCATIONAL CHRONICLE**

- **MBA (HR & MARKETING)** Elijah Institute Of Management Studies@ Calicut University(2017-2019)
- **B.COM (C.A)** College of applied Science, chelakkara @ Calicut University (2014-2017)
- **PLUS 2**GVHSSThiruvillwamala (2014)
- **SSLC**St.Johns HS Elanad (2013)

### **OTHER CERTIFICATION**

- Diploma in Indian and foreign Accounting (DIFA)
- Online course of capital investment(SILP)
- Business correspondent and business facilitator (NSDC Training programme)
- Soft skill Training on ayukti (NSDC Training Programme)
- Value Added Course(VAC) on Labour laws for managers

## **ACHIEVEMENTS**

- Active Co-ordinator Of ELIMS Cultural fest "ELAGANZA"
- Active co-ordinator of CAS Chelakkara Cultural fest 'Transcend 2k15.
- Participation in Management Fest (KARMA 2k15 NEHRU,PAMPADI).
- Active coordinator of club activities (CARPE DIEM 2K18 ELIMS).
- Worked for NSS.
- Member of TMA students chapter.
- Co-ordinate various college activities like Elims day, Teacher's day, Learning with nature.

**Declaration:** Here I declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date :

