



SAJIN PRASAD

HR EXECUTIVE

An enthusiastic HR professional with hands on experience in recruitment, training, payroll and other HR related areas experienced in hospital administration and in automobile sector . An effective communicator with excellent relationship building & interpersonal skills. Always keen in taking challenges, responsible of work and explore the new opportunity and learning



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Rageess ,Palathara,Thattamala
Po Kollam -691020, Kollam, India

SKILLS

Leadership Skill

Communication Skill

Organisational Skill

Negotiation Skill

Decision Making Skill

Problem Solving Skill

Multitasking Skill

LANGUAGES

Language

Full Professional Proficiency

English

Professional Working Proficiency

Hindi

Limited Working Proficiency

Malayalam

Native or Bilingual Proficiency

WORK EXPERIENCE

HR EXECUTIVE | ADMINISTRATION

PINNACLE NISSAN

04/2018 – Present

Kollam

Achievements/Tasks

- Responsible for business HR activities of four regions – Kollam, Pathanamthitta, Thiruvalla and Kottarakara
- Preparing final settlements, leave salary and all employee benefits
- Preparing various letters like offer letter, appointment letter, transfer letter, absenteeism notice, warning letter, show cause notice and experience certificate
- Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal council, supervisors and management
- Handle promotion, up gradation ,transfer ,performance appraisal programme,full & final settlement process and exit interviews,looking after all statutory activities like PF,ESIC and PT.
- Perform administrative tasks such as file legal documents , licence renewal , and schedule meetings

EXECUTIVE

GEOJIT FINANCIAL SERVICES LIMITED

12/2016 – 03/2018

Kollam

Achievements/Tasks

- Giving advice on investment and financial instruments such as share,bond, commodities and mutual fund
- Research the companies producing these investments and make recommendation to clients
- Monitoring uk and foreign stock market performance
- Providing information about new IPO, buying and selling of shares

HR EXECUTIVE

AZEEZIA MEDICAL COLLEGE

11/2014 – 11/2016

Kollam

Achievements/Tasks

- Manage the HR activities in accordance with management decision
- Track the daily attendance of employees
- Lead recruitment process
- Prepare and update job description for key position ,adherence to quality hiring with tough deadline

EDUCATION

Master Of Business Administration

MSN Institute Of Management & Technology

10/2012 – 08/2014

Kollam

Courses

- HR and Finance

MBA In Hospital Management
Bharatiyar University

11/2016 – 03/2017

Courses

- ▣ Hospital Management

Coimbatore

Bachelor Of Science
SN College

07/2008 – 04/2011

Courses

- ▣ Physics

Kollam

Diploma In Finance And Foreign Accounting
G-TEC

06/2012 – 08/2013

Courses

- ▣ Tally, Peachtree, Quickbook

Kollam

CERTIFICATION

IELTS Overall Band Score 6.0