

# JOSNA JOSE

## Human Resource Manager

### Contact

Sreenilayam House  
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### Education

PG DIPLOMA IN LABOUR LAW  
AND ADMINISTRATIVE LAW  
MADURAI KAMARAJ UNIVERSITY  
2016-18

PUNJAB TECHNICAL UNIVERSITY  
B.Sc. AIRLINE TOURISM AND  
HOSPITALITY MANAGEMENT  
2010-14

KERALA STATE BOARD  
PLUS TWO – COMMERCE  
2005-2007

KERALA STATE BOARD  
SSLC  
2004-2005

### Key Skills

Communication  
Leadership  
Recruitment  
Problem solving  
Performance management

### Objective

Skilled human resource manager with 6 years of progressive experience. Highly effective at incorporate creative leadership skills to achieve business objectives. Strategic leader, decision maker and problem solver. Highly competent communicator skilled in developing initiatives that improve company profitability and growth. Bringing forth a proven track record of successfully managing Human Resource efforts and serving as a crucial pillar of support for HR teams and employees.

### Experience

2022-

Assistant HR Manager  
**SHOPPRIX INDIA PVT.LTD**  
STAFF STRENGTH :700

2019-2022

CENTRE MANAGER  
**G-TEC COMPUTER EDUCATION**  
STAFF STRENGTH :20

2015 - 2018

HR Executive  
**VIVID DIAGNOSTIC CENTRE**  
STAFF STRENGTH :80

- Managing all day-to-day HR administration tasks; ensuring that all employee and HR records are accurate and up to date.
- Attendance regularization.
- Register all new employees in a Lana Time.
- Conduct monthly inspection on every branch and check every activity related to HR.
- Preparing monthly payroll and resolving payment issues.

Employee Relations  
Management  
Project management  
Emotional intelligence  
Decision-making  
Organization  
Conflict Resolution  
Employee engagement  
Talent management  
Onboarding  
Customer Service  
Creativity  
Organization development  
Time management  
Skills management  
Teamwork  
Social skills

- Preparing job offer emails and employment offer contracts.
- Supporting the development of performance review processes and reward schemes.
- Taking full responsibility for all annual leave and attendance records Inducting new staff and overseeing probationary periods.
- Process Payrolls, Services Records, Muster Roll, Muster Roll A, Salary Reports, Salary Slips of every employee.
- Provided optimal assistance to the Director and handled a variety of tasks.
- Recruiting, Training and Supervising.
- Managing budgets. Maintaining statistical and financial records.
- Developing new facilities.
- Maintained extremely well-organized records and handled all HR matters with confidentiality and the application of company standards.

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## Leadership

Chairperson of the Internal Complaints Committee (ICC)

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## References

VIMAL RAJ E K  
HR MANAGER OF SHOPPRIX INDIA PVT. LTD  
+91 9947111900