



## **RUDIYATH MALU JAMES**

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### **Objective**

Seeking a position in an organization that offers vast opportunities of growth and development, where I can apply the best knowledge and skills for the development of organization and strive for the growth of both the individual and the organization.

### **Experience**

#### **OFFICE ADMINISTRATOR | THE LIGHTHOUSE WELLBEING CENTRE | JANUARY 2018- MAY 2019**

- Organize training programmes for new employees on office policies and procedures.
- Maintains employee records on the basis of their attendance, performance and monetary benefits such as salary or bonus.
- Prepare necessary arrangements to schedule interviews on time.
- Conduct discussions in regards with performance or any concerns raised by the employees.
- Comforts clients by anticipating client's anxieties, answering client's questions and requests, if needed.
- Maintain the reception area by implementing necessary guidelines for the efficiency of the employees.
- Schedule weekly meetings for the employees with respect with their clients' appointments, strategies for the improvement and overall goals of the employees.
- Conduct different kinds of events for the clients in regards with their mental health programmes like meditation, grief support, mental health first aid training etc..
- Discuss and support the Accounts team on the account reconciliation of appointments and various events conducted in the Centre.
- Handles task of organizing and maintaining medical forms and office stationery required for front desk activities.
- Responsible for handling and managing continuous flow of information in the Centre.
- Develops a new filing system which helps in reduction of time spent in search of documents and records of employees and clients.
- Arrange necessary formalities for the exit of the employees and handover the Accounts department for the rest of the procedure.

## **Roles and Responsibilities: -**

### **Recruitment Activities**

- Gathering requirements from various departments for the vacant positions □ Preparing job descriptions regarding qualification, experience, salary etc..
- Checking the job portals like WIPRO Job site, LinkedIn, Monster, Naukri etc
- Screening starts on the basis of resumes and job description; share the resumes with respective department heads if it fulfills the criteria
- Once the feedback is received, conduct interviews via phone or Skype or face to face/ walk in interviews.
- Informing the selected candidates to fill CAM form, send experience certificates and educational docs.
- Checking the documents, conduct the final interview to discuss job role, job location, salary etc..
- Releasing the Offer Letter based on the final interview.
- Once the candidate accepts the offer letter, inform the candidate to share additional documents and confirm joining date.

### **Onboarding Activities**

- Dealing with joining formalities for the new employees. □ Coordinating Induction programme for the new joiners □ Checking candidates' BGV status.
- Collecting documents and verifying the documents with the originals.
- Auditing the documents and creating employee file for each employees.
- Checking the ID Proofs; and other Govt. ID Proofs
- Conducting FAQ session with the employees and policy briefing □ Managing onboarding sessions through Skype. **Offer Generation Activities(Offshore and Onshore)**
- Verify candidate details are accurate with CAM and Fitment
- Fill mandatory details in Online tools like Synergy,Omni, Iverify
- Create applicant ID or SAP ID in Synergy
- Verify all details are correct flown into SAP
- Create PDF offer letters and share to recruiters

### **Background Verification Activities**

- Initiate and conduct BGV as per database and passport checks for the candidates
- Conduct Quality Check for the reports of each candidate released by the vendors
- Verify educational details from schools, colleges and universities
- Verify the criminal, terrorist and database check using various sources and tools
- To initiate national and international background checks for our clients based on the individual requirements

### **Employee separations and Off-boarding Activities**

- Initiating the exit actions in SAP by uploading all the required and necessary details
- Coordinate with different no due agents for the clearance
- Conduct exit interview and upload the feedback in SAP
- Verify experience and relieve date and forward the same to the Settlement Team

## **HR ASSOCIATE -EMPLOYEE SERVICES | NGA HR INDIA PVT LTD | AUGUST 2012-APRIL 2015**

- Handling UK HR queries; Query handling for clients through Email and Phone calls.
- Documenting any major problems customers are facing with the products in large numbers and reporting the same to the concerned department
- Processing Offer Letters for new joiners in the company.
- Adding the data to system using Resource Link and EuHReka.
- Preparing Reference Letters for employees.
- Making changes to the employee system regarding changes in Job Title, Salary, Bonus, Car allowance, Pensions Etc.
- Maintaining the Hierarchy by making the employees report to their Correct Line managers.
- Marking the Sickness notes for employees in the Resource Link System.
- Processing the employees as Leavers.
- Conducting Exit Interviews for the resigning employees.

### **Academic Credentials**

2010-12:- **Master of Human Resource Management** from Mar Augusthinose College, Mahatma Gandhi University with 77%

2007-10:- **Bachelor of Business Management** from St. Joseph's College, Mahatma Gandhi University with 74%

### **Skills & Abilities**

- Good communication and interpersonal skill
- Ability to work under minimum supervision & good team player
- Ability to work under pressure with quick deadlines
- Outgoing personality with good leadership qualities

### **Computer Proficiency**

- Experience with Taleo, Omni, SAP, Synergy, Cognos and Resource Link
- Proficient with MS Office:- Excel, Word, Outlook and PowerPoint

### **Project**

- A study on Labour Absenteeism in CRYPTMS CONFECTIONERS PVT. LTD., Thodupuzha undertaken for 1 month.
- A study on The Effectiveness of Performance Appraisal System in KITEX LIMITED, Kizhakambalam undertaken for 1 month.

### **Achievements & Certificates**

- Received MAVERICK AWARD for responsibility, speed and timely work (WIPRO TECHNOLOGIES)
- Given support to Bangalore for the month of July and October 2015 and Mumbai in June –July 2016
- Received HERO AWARD for responsibility in work (NGA HR)
- Received POWER AWARD for speed in work (NGA HR)
- Received certificate for Best Debater in the Debate Competition conducted in NGA HR.
- Placed 4<sup>th</sup> rank in MHRM from M.G. University, Kottayam
- Participated in a National Level Seminar on “TWENTY YEARS OF INDIA’S LIBERALISATION” conducted by Xavier Institute of Management and Entrepreneurship, Bengaluru

- Participated in a Debate Competition conducted by Xavier Institute of Management and Entrepreneurship, Bengaluru at Assumption College, Changanacherry
- Won 2<sup>nd</sup> prize in Product Launch conducted by St. Thomas College, Pala
- Won 2<sup>nd</sup> prize in Product Launch conducted by Nirmala College, Muvattupuzha
- Worked as Event Manager in Commerce v/s Management Fest(COMFEST) in St. Joseph's College
- Worked as Coordinator in AMFEST 2012, AN INTER COLLEGIATE MANAGEMENT FEST conducted in Mar Augusthinose College
- Worked as Event Manager in ZENITH 2012, Management Association Fest conducted in Mar Augusthinose College

## Personal Details

Name	_	Rudiyath Malu James
DOB	_	12/10/1988
Marital Status	_	Married
Nationality	_	Indian
Languages Known	_	English,Hindi and Malayalam
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Visa Status	_	Husband Visa