

## RESUME

### **Chenden.J**

chendenkp@gmail.com

+91 – 8123412305

#16, Magadi Venkatappa Lane,

Parvathipuram

Bangalore - 560004

### **Career Objective:**

Build a career with challenging position that would provide me with an opportunity for growth by utilizing my skills to achieve the organization goals with commitment and dedication which will help to create an atmosphere for potentiality, efficiency and elevation of the career.

### **Key Skills:**

- Assist the HR manager in planning of Organizational recruitment.
- Make the joining documents of recruiters.
- Track the daily attendance of the employees.
- Dedication & Hard working.
- Self-Confident & Commitment.
- Strong Technical and analytical skills with Positive Attitude.
- Event organization for any occasion in company.
- Ability to learn Perfectly & Quickly.
- Adaptable to any environment in work environment.

### **Personality Traits:**

- A good time management skills and high enthusiastic.
- Innovative thinker and excellent leadership qualities.
- Efficient in communicating well in writing and verbal both.
- Organization and planning.
- Proficiency in both oral and writing communication skills.
- Disciplined and Quick learning.
- Active supervisor in promotional activities.

### **Computer Skills:**

- Proficient in Microsoft Office tools.
- Expert in basic use of computer.
- Outlook Mailing.
- Tally ERP 9.
- Notes, SSP IS

#### WORK EXPERIENCE:

- **Total experience:** 3 year 0 Months.
- **Organization:** Pay Asia
- **Client:** Exide life insurance H.O (shared services)
- **Designation:** HR Associate.
- **Software:** HRIS, Notes, SSP IS.

#### KEY RESPONSIBILITIES:

- **Exide Life Insurance**
  - ❖ Working with Regional HR to generate the offer letters.
  - ❖ Co-ordination with Regional HR to clear all the pending documents required while generating the offer letter.
  - ❖ Having an experience in creating the Employee code creation.
  - ❖ Updating the employee personal information in the (**IHRIS internal Portal for the employees.**)
  - ❖ Clearing all the queries coming to Employee Service Enterprises desk regarding the offer letter queries as well as employee code generation.
  - ❖ Preparation of check list and ensuring Audit Compliance are met and supported during the audit.
  - ❖ Having an experience in Heptagon tool regarding offer generation for Head office on boarding employees.

#### Process:

- ❖ To co-ordinate with region if any insufficiency raised during verification.
- ❖ Offer generation for all region candidates.
- ❖ Branch code creation & Focu's mapping.
- ❖ Modifying the offer letter.
- ❖ To do quality check of offer letter.
- ❖ E-code creation for all candidates.
- ❖ Preparing the template for manual offer letter.
- ❖ Additional payout (Joining Bonus) for candidate.
- ❖ Updating the tracker.
- ❖ Sending the offer letter to the region at the End of the day.
- ❖ ID creation for all new joiners Etc.
- ❖ Updating the database (NOTES)
- ❖ Recruitment and Selection.
- ❖ Sourcing
- ❖ End to end recruitment.
- ❖ Offer letter and Appointment letter.
- ❖ Bulk hiring's from vendors.
- ❖ Vendor management.

#### **WORK EXPERIENCE:**

- **Total experience:** 1 year 5 Months.
- **Organization:** \*astTECS communications pvt ltd.
- **Designation:** HR Executive.

#### **Process:**

- ❖ Checking employee's performance monthly base
- ❖ Creating and revising job descriptions
- ❖ Developing, revising, and recommending personnel policies and procedures
- ❖ Maintaining affirmative action programs
- ❖ Overseeing recruitment efforts for all personnel, including writing and placing job ads.
- ❖ Conducting new employee orientations and employee relations counseling
- ❖ Overseeing exit interviews
- ❖ Maintaining department records and reports
- ❖ Participating in administrative staff meetings
- ❖ Maintaining a company directory
- ❖ Recommending new policies, approaches, and procedures
- ❖ Plus point having experience in Recruitment.

#### **Keywords.**

- ❖ Advanced Excel.
  - Vlookup.
  - Hlookup.
  - Pivot table.
  - Concatenate.
  - sumif
  - Countif.
  - And
  - Value.
  - Iferror.
- ❖ Onboarding the employee to the organization.
- ❖ Offer generation from HRIS.
- ❖ Employee ID creation.
- ❖ Employee background verification process.
- ❖ Preparation of monthly Dashboard.
- ❖ Maintaining employee attendance.
- ❖ Monthly payroll import.
- ❖ Exit formalities for the employees.
- ❖ Exit interview.
- ❖ Recruitment and Shortlisting candidate.
- ❖ Daily MIS activities.
- ❖ Extension of purchase order (PO).
- ❖ PF and ESI calculation.

### **Achievements:**

- Rajapuraskar award in Scouting.
- Rastrapathi Award (President Award) in Scouting.
- St. Johns Ambulance Man Award.
- Performer of the month.
- Well done Award.

### **Certificate:**

- **Certified HR Generalist from Middle earthr.**

### **Educational Qualification:**

**SSLC:** United Mission High School,  
Bangalore.

**PUC:** Krupanidhi PU College,  
Bangalore.

**B-Com:** IEC University.

### **PERSONAL DETAILS:**

Name : **Chenden J**

Father's Name : N Jayavijaya

Date of Birth : 10/10/1995

Gender : Male

Marital Status : Single

Address : #16, MV Lane, Parvathi Puram, Bangalore – 560004.

Languages Known : English, Hindi, Kannada, Telugu and Tamil

Hobbies and Interests : Music, Volleyball & Photography.

### **DECLARATION:**

I, here with declare that the information provided above is true to the best of my knowledge.

Date:

Place: Bangalore

**(Chenden J)**



*On the recommendation of the Course Director and Independent Examiner,*

*we hereby confer upon*

**Chenden. J**

*the global certification of*

**Certified HR Generalist**

*with* **Merit** *in the year 2020*

*as per accession number* **ICHRG11131**

Independent Examiner

Course Director



Re-Certification Credits by Human Resource Certification Institute



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