



DILEESH K V

Human Resources Generalist

SUMMARY OF KEYSKILLS & EXPERIENCE

- A result oriented Senior HR with more than eight years of qualitative experience in Recruitment, Selection, Induction, HR System & Policies, Performance Appraisal, Salary & Payroll Administration, Compensation & Benefits, HRMS WPS, and Employee Relations.
- Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.
- An enterprising leader with the ability to motivate personnel towards achieving organizational objectives and adhering to industry best practices.

PROFESSIONAL EXPERIENCE

- **Organization** : THE BUSINESS HOUSE, Kannur, India
Designation : HR Executive cum Trainer
Duration : Dec 2013- Jun2014
- **Organization** : APCO GROUP, Calicut, India
Designation : Senior Officer HR
Duration : February 2015 – January 2022
- **Organization** : APCO HYUNDAI, Kannur, India
Designation : Manager – HR & Admin
Duration : January 2022 – January 2023

ROLES & RESPONSIBILITIES

Pre and Post Recruitment | Employee Personal File Maintenance and Data Base | Time Office Management | Performance Appraisal | Payroll & Salary Administration General Administration and Events Management | Statutory Compliances | Full & Final Settlement and Exit Process | Employee Engagement | HRMS | WPS

ACADEMIC CREDENTIALS

- Masters in Business Administration (**Human Resources & Marketing**) from CMS Kannur university in 2013
- Bachelor of Business management from Kannur University in 2011
- Plus two (Commerce) from Board of Higher Secondary Education, Kerala in 2008
- SSLC from Board of Public Examination, Kerala in 2006

To place myself in a responsible and challenging environment and to employ my experience and skills in a progressive organization, where I can put maximum efforts and prove my skills to attain the heights in the job profile provided.

OTHER SKILL

MS Word | MS Power point | MS Excel | Adobe Photoshop | Google Docs | Digital Media Marketing

PERSONAL INFORMATION

- **Address:** Al saud building A block, Flat number 111, Al Mujarrah, Rolla.Sharjah
- **Date of Birth:** 18 April, 1990
- **Sex:** Male
- **Nationality:** Indian
- **Marital Status:** Married
- **Languages Known:** English, Hindi, Malayalam

PASSPORT

Passport No : X7305342
Date of Issue: 23/05/2023
Date of Expiry: 22/05/2033
Place of Issue: Kozhikode

FIND ME AT

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