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Prajosh Unnikrishnan

HR professional with 12+year's total experience in developing and executing recruiting plans within both agency and in-house settings. Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding. Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy, and achieve organizational objectives. Skilled at working effectively with different departments to coordinate information and resolve problems.

ROLES & RESPONSIBILITIES

Independently handling multiple Client accounts

Maintaining high quality healthy Responsiveness time(TAT) and customer integrity at highest level

Monitoring and maintaining the compliances and contingencies involved

Training the team members as directed by client security & quality policy with procedural updates

Handling all process related escalations

KEY SKILLS & COMPETENCIES:

Data Analysis

Ability to lead

Strong analytical skills

Ability to work with cross functional teams.

Ability to navigate and diffuse conflict

Boolean, social media and alternative search techniques.

Able to manage and develop a diverse group of highly skilled people.

Proficiency in Microsoft Office suite(Excel, Powerpoint, Word etc.,)

Talent Acquisition, Resourceful and able to work independently

WORK PROFILE

Senior Officer – HR Operations & Resource Management

Fitout Interiors & Contracting WLL

www.fitoutwll.com

Roles & Responsibilities

- Responsible for end-to-end recruitment cycle
- Managing a team of 2500+ employees in a busy work environment.
- Recommend ideas and strategies related to recruitment & Resource Management
- Managing company staff, including coordinating and supporting the recruitment process.
- Onboarding newcomers to the company.
- Effectively manage bench resource pool, identifying training needs of resources and rationally rotating resources within projects to build capabilities.
- Providing the necessary support systems for payroll requirements.
- Developing adequate induction and training
- Partner with business leaders and internal recruiters in defining and maintaining core and pivotal pipelines.
- Negotiating contracts, ensuring that they balance value and risk.
- Benefits administration, Raising and managing invoices, Time & attendance administration, employment letter preparation, etc..
- Collect and compile HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, management, and employee surveys, exit interviews, employment records, government labor statistics, competitors' practices, and other sources.
- Verifying & Creating Staff profile in payroll software, attendance record, OT preapproval forms, cost sheet / salary sheet of all 3rd party contractors
- Creating, managing and analyzing performance data and other information.
- Encouraging, identifying and developing best practice strategy.
- Ensuring compliance to all Environmental Health & Safety goals & objectives.
- Working closely with the Financial Manager, Facilities Manager, IT Manager etc.,
- All HR related documentation, communications and follow up related to staff
- Maintaining staff data, salary procedures, staff transfers, leave procedures, Conducting staff meetings besides providing capsule Training for staffs, arranging their accommodation facilities and transportation
- Support audit to ensure data completeness, accuracy, and compliance with relevant procedures

Oct '14 - Jul '21

Doha-Qatar

Client Service Analyst

Theorem India Private Limited

www.theoreminc.net

Roles & Responsibilities

- ◆ Advanced proficiency in Microsoft Office applications and Double-click interface (DCM)
- ◆ Constant Interaction with the onshore team regarding the management of client accounts.
- ◆ Solid knowledge of Internet technology and applications, including a broad understanding of ad trafficking and reporting.
- ◆ Management of display and video ad campaigns
- ◆ Daily management includes trafficking, pacing, optimization, and reporting of ad campaigns
- ◆ Testing of all ad creative for compliance of site specifications as well as functionality
- ◆ Trafficking and implementation of targeting and 3rd party tracking to support specific requirements of a sale
- ◆ Partner with Campaign Managers to maintain advertiser client relationships and their campaigns
- ◆ Experience in online ad serving and reporting. Familiarity with ad serving interfaces like OAS, Open X and AdZerk.
- ◆ Good understanding of online ad campaign metrics and analysis, including CPM, CPC, and CPA advertising models
- ◆ Familiarity with rich media tags and a basic understanding of JavaScript, Flash, and HTML
- ◆ Ability to multi-task priorities under tight deadlines
- ◆ Experience in handling high priority accounts like BitTorrent, WoltersKluwer etc:

Jul '13 - Oct '14

Mysore, India

TOOLS KNOWLEDGE:

Proficiency in MS Office Tools

Basic knowledge about SQL, RStudio, Tableau, Big Query

HOBBIES:

Sports Enthusiast (Cricket, T.T, Football, Kabbadi), Music, Reading

EDUCATION:

Senior Process Associate Aug '11 - Apr '13
Visionet Systems Pvt Ltd (KPO Division)
http://www.visionetsystems.com
Bangalore, India

Senior Process Developer Aug '08 - May '11
Thought Focus Technologies Pvt Ltd (KPO Division)
www.thoughtfocus.com
Mysore, India

Roles & Responsibilities:

- Providing Basic Flood Certificate to the process which would help property owners to apply for Mortgage Loans on properties in United States
- Locating the properties in Google earth using Online State/ County/ City or Zonal websites.
- Using FEMA website to determine the property status by comparing respective panels and property
- Overlaying FEMA panels on property aerial view to provide an accurate resolution on property status Was main part of Core Team involved in New Process Transition
- Instrumental in helping the Team to Understand and Work accordingly to the Client's Requirement
- Calling up USA State/County/City/Zonal Departments to get Property documents, Tax Maps, Zonal status
- Client Management & regular follow ups on Transactions & subsequent Quality Checks.
- Manage multiple Client accounts simultaneously for error free transactions.

Google Data Analytics Certificate Online Course
Coursera

Bachelor Of Commerce Jun '08
University of Mysore, Vidyavardhaka First Grade College Mysore

Pre-University Course Apr '05
Karnataka State Pre-University Education Board, Mahajana PU College Mysore

Secondary School Leaving Certificate (S.S.L.C) Mar '03
Mahajana Higher Primary School Mysore

LANGUAGES KNOWN:

English, Hindi, Kannada, Tamil, Malayalam

PASSPORT DETAILS:

Passport No : K7772108
Passport Expiry : 16/10/2022

PERSONAL INFORMATION:

Full Name : Prajosh Unnikrishnan
DOB : 17/07/1987
Marital Status : Single
Father's name : Unnikrishnan
Nationality : Indian

DECLARATION:

I hereby affirm that the above information given by me is true to the best of my knowledge and belief. I will solely be responsible for any discrepancy found in them.

PRAJOSH UNNIKRISHNAN