

Tedwin Thomas

Human Resources Officer @ Gulf Craft Inc. | MBA in HR

Current Location: Malé, Maldives

Nationality: Indian

Phone: +960 9737176 / +91 7338338337

Email: tedwinthomas94@gmail.com

LinkedIn: [linkedin.com/in/tedwin-thomas](https://www.linkedin.com/in/tedwin-thomas)

Professional Summary

Dedicated and results-driven Human Resources Officer with over 6 years of experience in managing full-cycle recruitment, employee relations, payroll management, and HR operations. Proven ability to streamline HR processes, ensure compliance with labor laws, and foster a positive work environment. Strong communicator with advanced proficiency in HR systems such as Sapience and PeopleSoft. Fluent in English and Malayalam.

Key Skills & Competencies

- HR Business Partnering
- Recruitment & Talent Acquisition
- Payroll Management
- Employee Relations & Conflict Resolution
- HRIS & HR Analytics
- Performance Management & Appraisals
- Compliance with Labor Laws
- Employee Onboarding & Offboarding
- Compensation & Benefits Administration
- Employee Engagement & Retention Strategies

Professional Experience

Gulf Craft Inc. – Malé, Maldives

Human Resources Officer

November 2022 – Present

- Manage full-cycle recruitment, including sourcing, interviewing, and onboarding of employees.

- Collaborate with department heads to create job descriptions and ensure smooth onboarding with necessary equipment.
- Oversee payroll processing, ensuring timely and accurate salary disbursements for all employees.
- Administer overtime applications and manage leave records to maintain accurate attendance and payroll data.
- Maintain employee records in HR systems (Sapience) and ensure compliance with company policies and labor laws.
- Resolve employee grievances, promote a harmonious work environment, and handle conflict resolution.
- Coordinate visa applications, renewals, and cancellations for expatriate employees.
- Manage accommodation, transportation, and logistics for employees, ensuring a smooth workflow.

Royal Enfield - Roverz Motors – Alappuzha, Kerala, India

HR Manager

April 2018 – November 2022

- Handled HR operations across three dealership branches, including recruitment, payroll, employee engagement, and performance management.
- Managed employee onboarding, attendance, salary advances, loans, bonuses, and performance appraisals.
- Oversaw compliance with statutory requirements (ESI, EPF), licenses, and HRIS systems for accurate record-keeping.
- Addressed employee queries regarding salary, transfers, and company policies, ensuring smooth communication.
- Developed and implemented HR policies and engagement strategies to enhance employee satisfaction.

Target (Andor Tech India Pvt Ltd) – Bangalore, India

HR Executive

September 2017 – January 2018

- Reviewed and entered HR data into PeopleSoft/WFM, ensuring accuracy and adherence to governance guidelines.
- Processed employee terminations, promotions, demotions, and transfers in PeopleSoft, and managed communications with HR teams.
- Assisted in screening job applications and historical edits in Kronos for accurate time-tracking data.

Education

- Master of Business Administration (MBA), Human Resources Management
Presidency College, Bangalore (2015 – 2017)
- Bachelor of Commerce (BCom), Commerce with Computer Applications
University of Kerala (2012 – 2015)

Languages

- English (Full Professional)
- Malayalam (Native or Bilingual)