**JESTUS**

E-Mail: [jestus.187595@2freemail.com](mailto:jestus.187595@2freemail.com)

**Professional Summation – HR & Administration**

A competent professional offering **nearly 13 years** of rich experience in **FMCG, Shipping, CFS & IT field** across a diverse range of functions such as:



Human Resource Management



Contractor Management



Training & Development



Office & Department Administration



Operation planning



Manpower controlling

Acquired significant exposure in HR & Administration at Head Office, controlling of 9 branches in India and handling man power above 400.

**Career Record**

**Chief Tasks Handled:**

* HR policies, rules & regulations compensation designer
* Employee performance analyser and improver
* Implementer – corporate culture
* Financial approval for day to day activities
* Forming standard procedure for all activities
* Studying performance of employees and motivate
* Meetings : Daily review of works done; Fortnightly : self-assessment of unit heads / department wise employees
* Daily attendance, timesheets in opener & performance analysis. Timesheet validation in ERP on day to day basis with review meetings every day to improve performance
* Recruitment of staffs
* ESI for Employees
* Payroll Management
* Infra structure Development
* Business Development
* Employees job description, roles & responsibilities, incentive programme, compensation, exit interviews, final settlement
* Motivation / welfare activities for employees
* Maintaining data base of employees
* Record / documentation of all activities as per ISO
* Inward / outward management
* Assigning day to day activities for employees
* Training need identification
* Yearly Training calendar preparation
* Counselling employees
* Asset management
* Periodic budget preparation
* Employee Retention
* Ensuring safe day to day activities
* Canteen Management
* Transportation management
* Providing facilities to staffs as per policy
* Monitoring and controlling of facilities provided
* Co – Ordination for Periodic Meetings / reviews of site incharges at Head office
* Periodic report / PPT generation to Top Management
* Welfare Management
* Business Travel & Accommodation management
* Cost saving wherever applicable
* Ensuring adherence to safety requirements & carrying out safety inspection as per statutory requirement
* Agreement processing
* Maintaining of contract employees Data base in all India basis
* Ensuring of strict discipline in sites / guest house
* Issuing memo / termination through contractor for indiscipline / insubordination act
* Conducting periodic audits for contractors
* Evaluating of Employees through incharges /supervisors
* Preparing AMC for computers / laptop and follow up for repairs
* Security Management
* Ensuring of Fire extinguishers in prescribed area and refilling in time
* Vendor development
* Head count in office as per safety standard – OHSAS

Working as a **Head** **–** **Operations & HR,** since Feb’13 to till date with **Consign IT Pvt Ltd** at Chennai

Worked as a **Sr. Executive**, since Nov’12 to Jan’13 with **German Express Shipping Agency Pvt Ltd**, CFS at Chennai

Worked as a **Executive**, Since March’08 to Nov’12 with **J.M. Baxi & Co.,** Engineering, Equipment & Training Division, Head Office at Chennai.

Worked as a **Operation Incharge** from April 2003 to March 2008 with **PERFETTI VANMELLE INDIA,** Chennai.

Worked as a **Trainee Technologist** from February 2001 to March 2003 with **VANMELLE INDIA,** Chennai.

**Scholastics**

* MA (MLM), Masters in Labour Management, MKU
* MBA, (PGDBM) Institute of Management Technology
* Bachelor in Business Administration (BBA), University of Madras
* DECE, Sri Nallalaghu Polytechnic, Chennai
* Matric, Don Bosco Matriculation Hr. Sec. School

**Other Courses**

* Advance diploma in software management (ADSM)
* English & Tamil – Type writing Senior Grade

**Trainings Attended**

**Management Training Programs:**

* Team building & Leadership skills
* Business communication
* Stress Management
* Fire Fighting
* First Aid
* Failing Forward
* 360 degree Business strategy through social media

**IT Skills**

Well versed with:

* Microsoft Office Packages
* Windows OS 98,2000, XP, VISTA
* SAP – HR
* Tally – ERP 9
* Open ERP

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|  | **Personal Dossier** |
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| Date of Birth | : 23 March 1981 |
| Marital Status | : Married |
| Nationality | : Indian |
| Languages Known | : English, Tamil & Hindi |
| **DECLARATION:** |  |

I hereby declare that all the information given above is true to the best of my knowledge.