|  |  |  |
| --- | --- | --- |
|  | |  | | --- | |  | |
|  |  |
|  |  |
|  |  |
|  |  |

Kanagaraju

[Kanagaraju.237790@2freemail.com](mailto:Kanagaraju.237790@2freemail.com)

**PROFESSIONAL SYNOPSIS**

* HR professional with MBA and more than 4 years of experience in both Domestic and International(Gulf) Exposure in HR Branding, Global Policy Review, Delivering strong strategic plan and implementation.
* Currently Associating with ***Compass Catering Services W.L.L (ESS), Qatar as HR Coordinator***.
* Last associated with ***TVS Sundaram Brake Linings Ltd, Chennai Designated as -HR Officer***.
* Result oriented & effective communicator with excellent interpersonal & relationship management skills.
* Acquired practical knowledge through various trainings and academic projects.
* Keen learner with constant zest to acquire new skills.
* Team player with strong analytical and leadership skills.

**AREAS OF EXPERTISE**

* **Recruitment, Resourcing & Development**
* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Planning human resource requirements in consultation with heads of different functional & operational areas and coordination of selection
* Review and Update of Job Analysis, Job Descriptions and Job Specifications according to current practice to select right people for the right job
* Handle Mobilization and Demobilization of business operations with effective recruitment planning
* **Post Recruitment, Leave & Final Exit**
* Hire new employees in SAP System
* Engage On Boarding of New Staffs
* Complete Joining formalities of New recruits
* Performance Appraisal & Transfers
* Preparation of Leave & Final Settlement o Preparation of Monthly HR Report

**EMOPLOYMENT SCAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **July 2012 –To date HR Coordinator** | |  | | --- | |  | |  |
| **Compass Catering Services W.L.L (Eurest Support Services) , Qatar** |  |  |

**Accountabilities:**

Handling end to end recruitment process for all business operations (all level of staffs) of company in Qatar and Post recruitment HR Functions such as Hiring, Employment Contracts, Coordination with Compensation and Benefits, Leave and Final settlement , Exit formalities etc..

* Coordinate with sites to understand the manpower needs/surplus for efficient recruitment / manage smooth demobilization/mobilization plans and to allocate manpower as required for all the operation belongs to company in Doha.
* Monitor & update management with visas usage & ensure availability of visas in hand at all times.
* Receive approved Job requisitions from sites, record requirements in the recruitment master sheet, post the job internally / advertise in Local job websites /Newspaper /send the requirements to recruitment agencies and prepare demand letters and documents when it is required for different countries from where we recruit.
* Receive and shortlist candidates CV’s, forward to sites for review & approvals, schedule interviews and obtain reference checks as required. Arrange an offer letter for successful candidates and send it to candidate/agency for acceptance to proceed with their pre employment medical
* Follow up the pre-employment Fit to Work Medical report with Agencies/candidate to proceed with the work visa formalities, and trade test whenever required. Prepare & Follow up all related visa requirements, documentations, approvals and appointments at labour Dept. and immigration through PROs & E.Gov.
* Send the work visa copy to the candidate/agency to immigration clearance and follow up for the arrival notification. Forward flight schedule to Hiring coordinator for airport pick up and accommodation.
* Coordinate with Sites for on boarding of New staffs such as airport pick up, accommodation, Gate Pass where as required, Food etc.
* Schedule First Medical and Finger Print for the new staffs to obtain Resident Permit, Coordinate with operations and organize to bring the employees to Medical and Finger Print as per schedule.
* Prepare employment contract for new staffs, Conduct company HR induction when as required and complete joining formalities of new hires.
* Ensure recruitment agencies agreements, are up to date.
* Review of Salary Structure with Management as per current market and business requirements
* Arrange Health Card for the employees on demand basis from Health Authority through PRO and update in the SAP system
* Handle Food Handler Medical of company employees as required such as Application, Getting an appointment in Supreme Council of Health through PRO, Inform the operations of an appointment , Follow up for the certificate, update in SAP, inform the operations if repeat medical for respective staffs etc.
* Comply with company policies, procedures and standards and country laws with legal documents preparation at all times
* Review of HR Policies and Procedures with Management and notify the changes if any.
* Engage and Provide required HR related documents for ISO and Yearly Group audit etc..
* Promote best recruitment practice, share ideas and information to ensure consistency through a value added services.
* Maintain Skills Inventory of existing staffs for internal recruitment within the company to promote existing staffs
* Review Job Description and Job Specifications of all the positions based on the requirements and comply with the policies and practices.
* Coordinate for all aspects of employee transfer completing the required procedures on time, Leave and Final Settlement Process, Exit Formalities, Ticketing etc..
* Rotate other HR functions in the absence/Vacation of a colleague.

|  |  |  |
| --- | --- | --- |
| **June 2010-Nov 2011** | |  | | --- | |  | |
| **TVS Sundaram Brake Linings Ltd , Chennai.** |  |

**Accountabilities:**

* Responsible for whole HR functions in the Plant starting from recruitment to Exit formalities etc..
* Receive approved job requisition from line managers and proceed for recruitment
* Handling end to end recruitment process for all level of staffs – Source manpower through Internal Promotions, news paper advertisement, Walk in Interviews, Campus Interviews in Polytechnic colleges at Tamilnadu, Recruitment Consultancy, recruitment trip to all over Tamilnadu etc.
* Coordinate for reference check, Security verification, Pre employment medical to senior level candidates, Salary scale comparison for management approval to issue the offer letter for candidates.
* Joining formalities for new joiners- Issuance of ID Cards, Joining Forms filled in duly, Salary Bank Account Opening, Issuance of uniform and Shoe etc.
* Induction training to new staffs- about TVS group, company, work culture, safety etc..
* Organizing technical trainings for all level staffs through internal and external training centers
* Assist Line Team leaders and supervisors in allocation of operatives in shifts
* Preparing the Salary input for monthly salary process in Corporate Office – Input in Ms Excel with leave, sick leave, absent , addition and deletion for the month
* Distribution of monthly salary for operatives, handling salary queries regarding leave and absent and arrange for supplementary
* Coordinate with Line managers to performance review for increment and promotions
* Preparation on Monthly Report of Addition and Deletion of employees and other HR relevant reports
* Coordinate with employee’s welfare –Food, Medical, Recreation etc.
* Handle Employee’s monthly “Suggestion Scheme” and award for implementation success of best suggestion.
* Handling employee’s grievances
* Counseling of employee’s related to absenteeism and other issues
* Process of employee’s resignation with settlement and service certificate
* Coordinate with corporate office for employee’s Provident Fund (PF) and ESI
* Maintain all Statutory Records, Submitting Half Yearly & annual Returns to IOF
* Coordinate with all departments for ISO audit.

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | Institute/School | University/Board | Duration | Percentage Obtained |
| MBA (HRM&GM) | Sri Ramakrishna Institute of Technology, Coimbatore | Anna University | 2008-2010 | 84% |
| BSC (Hotel & Catering Management) | P.G.P College of Arts & Science, Namakkal | Periyar University | 2004-2007 | 68% |
| HSC | G.H.S.School,Mohanur | State Board | 2002-2004 | 76% |
| SSLC | G.H.S.School,Mohanur | State Board | 2001-2002 | 77% |

**TRAININGS:**

* Certified Training in EQ Intelligence/Management Excellence (Oct 2013)
* Certified Training in Leadership Programme (Aug 2013)
* MAP for Action
* 5S
* Employee Engagement

**IT KNOWLEDGE**

* MS Office (Word, Excel and Power point)
* MS Office Outlook (email)
* SAP (HR Module)
* DBMS (Database Management System)
* Internet Applications

**PERSONAL DETAILS**

Date of Birth: 15th June 1987

Languages Known: English, Tamil & Hindi (Basic)

Marital status Single