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# CAREER SUMMARY

* A performance driven professional with 4+ combined experiences in HR practice, recruiting, retrenchment and retaining the employees.
* Efficient in planning the organization needs.
* Proficient in supervising the other HR staff.
* Proficient in giving valuable decision and assisting the other departments.
* Expert in taking the order from the seniors and giving the valuable suggestions.

# CAREER OBJECTIVE

#  Seeking a position in Human Resources and opportunity to make a strong contribution by utilizing and expanding upon related education, skills, experiences and capabilities.

# PROFESSIONAL EXPERIENCE: 4 years and 4 months.

HR/Admin Executive: Chennai Radha Engineering Works (P) Ltd., Sep’2011 – Dec’2015.

Client : Sanjay Gandhi Thermal Power Station–

# Roles & Job Responsibilities

* Assisted staff with routine HR related questions, served as the first point of contact for employees – Assisted company staff in solving HR issues.
* Handled discrete information related to employee relations, changes in the organization, performances, appraisals, confidential information issues, and other sensitive HR-related matters.
* Recruitment, Selection, Joining, Induction
* Managing complete PF and ESIC cycle.
* Performance appraisal- KPI, Performance Management System.
* Attendance and leave management.
* HRMS,HRIS, and MIS
* Updating in HRIS for New Joiners, Transfer, Promotion and Resigned.
* Preparing Monthly Headcount Reports, Entry Exit Reports, HR Activity Reports,
* Presentation for Monthly Review and Status Change Report.
* Payroll Management. Attendance & OT, Deductions, EPF, ESIC, TDS.
* Statutory Compliances-Contract Labor Act, Provident Fund Act, Employee State insurance Act, Inter-State Labor Migrant, Workmen Compensation.
* Preparing Full and final settlement Sheet for the resigned Employees
* Organizing events and other activities.

# EDUCATIONAL QUALIFICATION

* **M.B.A in HRM** from Periyar Maniammai University, with 7.5CGPAaggregate (2009-2011).
* B.Sc. in Computer Science from Jawahar Science College, with 54% aggregate (2005-2008).
* Intermediate: Board of Higher secondary education from Aurobindo School, with 52% aggregate (2004-2005).

# AREAS OF EXPERTISE

# HR Administration, Database maintenance, Secretarial duties, Employee relations, Employees Grievance, Employees Coordination, Performance Appraisal

KEY SKILL AND COMPETENCY

* Knowledge of human resources policies, rules and regulations.
* Maintaining confidentiality regarding Human Resources related issues.
* Ability to interface effectively with all levels of staff.
* Ability to prepare and maintain accurate records.
* Advance in MS Office Excel, Word, PowerPoint & Outlook with Macro VBA.

# PERSONAL DETAILS

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|  |  |  |  |  |  |
| Date of Birth | : | 23/12/1985 | Marital Status | : | Single |
| Gender | : | Male | Language Known | : | English, Tamil & Hindi. |
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