***Applied for HR and Admin Position***

A professional with passion to lead Human Resource in a growth oriented organization with vision to achieve business objectives through HR Business Partnership is seeking a leadership assignment.

**PROFESSIONAL SYNOPSIS**

* A dynamic and self motivated professional **with over 10 years** of extensive experience in HRM and General Administration.
* Working in **Invent G Recruitment Services, Chennai as Manager– HR** till date.
* An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude with ability to innovate constantly.
* Proficient in planning, strategizing and implementing abilities with demonstrated success in handling entire gamut of HR, Training related challenges as well as related administrative matters. Always open for new learning, sharing of knowledge and passion for team’s professional development as a leader cum mentor.
* Maintaining harmonious employee relations with focus on productivity, right sizing and ensuring statutory compliance and contractual obligations.

**CORE HR COMPETENCFunctions**Function

* *HR Systems & HR Policies Recruitment / Induction Training & Development*
* *Performance Management System Training & Development Compensation & Benefit Management*
* *Employee Engagement Statutory Compliance, Contract Labor Management*

**ORGANISATIONAL EXPERIENCE**

Mar’12 to Jan ‘15 Pon Pure Chemicals Pvt Ltd (Pure Chemicals Group) Chennai Asst.Manager-HR

Pure Chemicals group is a global chemical distributor with over three decades of experience in chemical trading and distribution for domestic and international suppliers. Presently have 25 offices in India and overseas offices in Dubai, Sri Lanka, Australia, Kenya and Singapore. With clear and strong vision, core business values the company has emerged as a leading Chemical distribution company in India.

**Jan’ 08 to Feb’12 FedEx Express TSCS (India) Pvt Ltd., Chennai Regional HR- TN & AP**

FedEx Corp. (NYSE: FDX) **(FedEx has acquired AFL in 2011)** provides customers and businesses worldwide with a broad portfolio of transportation, e-commerce and business services. Consistently ranked among the world's most admired and trusted employers, AFL Logistics is a division of AFL Pvt Ltd., (formerly Air Freight Ltd a 65 years old company) AFL is India's pioneer of Third Party Logistics Services (3PL).

Key Deliverables

Workforce planning and Deployment

* + Plan an explicit workforce planning strategy, linked to the organizations strategic and planning efforts.
  + Identify its current and future human resources needs, including the size of the workforce.
  + Position the workforce organizationally to meet its mission and goals.
  + Strategize, develop and manage systems for Resource Planning which enables availability of required.
  + Manpower with appropriate skills on time which is crucial to the sustenance of business.
  + Man Power Planning & Recruitment.
  + Realigning the HR processes & introduces structured systems and procedures.
  + Analysis of Recruitment Cost & effectiveness of different sources of recruitments.
  + Managing end to end recruitment with Team.

Compensation & Benefits Administration

* + Involves benchmarking Salaries across Organizations in relevant Industry.
  + Creation & Maintenance of data on Market Information on Salaries, policies & best practices and provide details to the management.
  + Drafting and updating HR policies.
  + Identify process gaps and define and document HR processes.
  + HRIS Management
  + Management & updating the HR database for the company.

Performance Management & Reward and Compensation

* + Conducting customized compensation and benefits benchmarking study.
  + Implementing programs and policies, developing salary scales, benefits options and schemes.
  + Evaluating employee's performance against set / agreed goals according to the individual, team, unit and company performance.
  + Calculation of variable pay outgo based on goal achievements and providing accrual information.
  + Ensuring flawless execution of the annual performance review process and co-ordination with the business unit heads for the closure of the same.
  + Designing and upgrading employee benefits, variable pay and Long Term incentive plans and policies.
  + Designing and implementing production / performance linked incentive plans as per business requirements.
  + Developing Salary ranges as per the grades and skill sets.

Employee Relations

* Establish cooperation between employees and managers to enhance effectiveness and efficiency through various initiatives.
* Cut down the number of employment-related disputes.
* Improve working conditions which will enable to contribute to improved performance and results.
* Deal with all employee, advise, mentor and coach managers in order to resolve conflict situations.
* Ensure proactive management of all performance issues.
* Exits & Full & Final Settlement.
* Conducting Exit Interviews for associates exiting the organization.
* Analyzing the exits interviews to derive an analysis hence allowing an insight to the various underlying issues that can be worked upon from the organizations point of view.
* Overlooking maintenance of record of all the exits done to date.

Induction & Training programs

* Conducting Induction for the new joinees & completing the joining formalities.
* Act as the one point of contact for all the grievances faced by the new joinees.
* Overlooking the Issuing of appointment letters by the team to make sure the TAT is not affected.

Employee Welfare:

* Advice / Guide / Facilitate resolution on all employee issues related to HR Processes & Policies.
* Handling employee grievances.
* Escalating relevant grievances with the management or with the respective department Heads.

Major Accomplishments

* Coordinated with Corporate HRs in formulating new HR policies related to Recession period.
* Coordinated with Corporate HRs and completed assignments on restructuring of performance management system with focus on setting up of key result areas in alignment with business objectives with measurable parameters, quarterly review and variable pay structure.
* Taken additional responsibilities of taking care of Andhra Pradesh and Karnataka.

**PREVIOUS EXPERIENCE**

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| **Tenure** | | **Company Name** | **Designation** |
| Jan:2015 | Till date | Invent G Recruitment Services | Manager |
| Mar: 2012 | Jan:2015 | Pon Pure Chem Pvt Ltd., (Pure Chemicals Pvt Ltd.,) | Asst. Manager-HR |
| Jan: 2008 | Mar: 2012 | FedEx Transportation & Supply chain Services (India) pvt ltd | Regional HR - TN and AP |
| Feb: 2005 | Dec: 2007 | Vision Astra Technologies P Ltd (BPO & SW Industry) | Asst. Manager-HR & Admin |
| Jul: 1999 | Jan: 2005 | The Professional Couriers. | Sr.Executive- Administrator |

**QUALIFICATIONS**

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| **Year** | **Degree** | | **University** |
|  |  |  |  |
| 1998 - 1999 | PGDPM & IR., | PG Dip. in Personnel Management & Industrial Relations | Annamalai University |
| 1996 - 1998 | BBA., | Bachelor Degree in Business Administration | Madras University |

**PERSONAL DETAILS**

Date of Birth : 04th Jan, 1977

Languages Known. : English, Tamil, Telugu, Malayalam and Hindi.

Marital Status : Married

Gender : Male

**Passport Details** :

**Nationality: Indian**

**First Name of Application CV No:** **1656648**

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