 Vinoth

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**PROFICIENCY FRONT:**

* Proficient HR Professional with **5+ years** of relevant experience in different aspects of Human Resource Management
* Consistent Performer, with planning, execution, monitoring and resource balancing skills and ability to handle multiple functions and activities in high pressure environments with tight deadline.

**Competency Matrix:**

**Recruitment**

* Strategize and initiate recruitment process.
* Assist in job description validation for the various positions and co-ordinate with the respective business heads.
* Coordinating with the consultants, candidates and internal technical panel and organize interviews.
* Highly skilled at sourcing using Networking, Headhunting and direct Market search strategies.
* Coordinate and schedule interviews at all phases of recruitment process for candidates.
* Physical roll out and shipment of offer letters and other documents as required.
* Constant follow up with the candidates till they are on board and also make sure that the rejected/non shortlisted candidates are informed about the status.
* Conducted Campus interview for Bulk requirements.

**Induction & On-Boarding**

* End to End responsibility of on-boarding formalities for the selected candidates.
* Handling of New Joiner’s Verification drive to their different corporate HR Heads.
* Generating Appointment Letters for all new joiners.
* Managing all related documentation and verification drive.
* Generating the Employee ID and issuing Employee ID Card.
* Responsible for Employee Salary/ Bank Account and Business Card.
* Ensure proper arrangement of new joiner’s workstation.
* Assigning the new joiners to their respective departments.
* Responsible for the floating of Welcome Mails to the new joiner and to all employees.
* Creation of Complete Employee Profile and carrying out the Employee Induction / Orientation Programs.

**Training & Development**

* Conducting 2 Hours session for new employees regarding the Corporate HR Policies.
* Collecting Feedback of Training for analysis.
* Coordinating Vision Session.
* Rolling out the Training Drive of 6 Effective Soft Skills like:Motivational Skill, Personality Development Skill,Communication Skill, Decision Making Skill**,** Goal Setting Skill**,** and Problem Solving Skill.

**Employee Relation Management [ER]/Grievances /Retention**

* By having one to one feedback session with the employee & addressing the problem to the concerned heads, to get an effective & early solution.
* Responsible for Employee end to end query at a daily basis.
* Initiated help desk to solve employee issues and grievances.
* Conducting periodical meetings with employees to record ideas and suggestions and communicating the progress of idea/suggestion implementation.
* Rolling out of Retention strategies like Communication – Getting our people to Care, Early Attrition Warning System, HR one to one, clear expectation, Proper Reward System, See and Treat everybody in equal lenses and give respect to all, always encourage and motivate to achieve more, Never criticize in public-redirect in private and sharing information.

**Policy Formulation & Implementation**

* Implementation of effective retention policies for employees for reducing of attrition rate.
* Implementing relevant HR Strategies and Policies with action plan both Short term and Long term after approval from all departmental heads and from COO and MD in the organization.
* Started the Employee/Buddy Referral Policy andAttendance Reward Policy for punctual employees.

**Compensation & Benefits**

* Implementing various remuneration policies, including pay packages of newly hired employees.
* Designing and revising salary structures as per organizational requirements, Laws and prevailing industry trends.
* Implementing of the Employee Benefits like Group Accident Policy Insurance Scheme, Recreation, Cafeteria, and Performance based Incentives and Employee Referral Scheme.

**Performance Appraisal Management System**

* Helping in initialization of the Performance Management System [PMS] through HRIS software for the Key Responsibility Area [KRA], Key Skill Area [KSA] and Key Performance Indicator [KPI] at half yearly and annual for probationers and permanent employees (Using Web based application called “empxtrack”).
* Coordinate and handles PMS process with different Performance Appraisal Tools and Techniques.
* Communication & Roll out of the appraisal report & issuing Increment Letters to promoted employees.

**Competency Mapping**

* Created Role document for all levels of management.
* Accountable for Competency Mapping as it helps for giving a clear picture for efficient employees through channels like Performance Management, Training and Development, Recruitment and Selection, Replacement Planning, Recognition, Succession Planning and Career Planning as it takes a key set up HR Framework .

**Employee Engagement [EE]**

* Organizing cultural events & activities for employees like Regular Get together, Celebrate Successes and milestone reached.
* Responsible for Innovative Employee Engagement activities to make employee motivated and happy by implementing Best Employee Award that helps them to have friendly with Employee Branding.
* Employee Birth Day Celebration. [Cake Cutting with the presence of all employees, Card & Gift, Verbal Wishes from Managers & TL, Message Flow/ Announcement in Office Entrance, Notice Board, Canteen, Intranet.]
* Coordinating and Arranging Quarterly Team Lunch Event and scheduling Indoor & Outdoor Games, Organizing Annual Corporate Day Outing to different Resorts with all employee family members.

**HR Analyst**

* Meet with management to discuss and highlight issues, and also make recommendations to address issues and priorities.
* Provide reporting as requested by management such as remuneration, leave, absenteeism, workforce planning, leadership and management development.

**HR Shared Service**

* Analyze, perform, accurate and timely input of job and personal data into the HR database.
* Drive and support organizational growth, hiring and expansion.
* Manage the business in consideration of resource allocation to accommodate business needs and responsibilities during temporary absences or during periods of heavy work load.
* Managing a team within a Shared Service environment - Eg : Recruitment, Performance Management, Benefits, Leaves, Queries, HR Operation, Absence.

**HRIS, E-Portal & MIS Reports**

* Key administrator of HRIS, e portal for Medical Claims and Leave Management.
* Preparation of Monthly report through MIS related to the Recruitment, Salary, Termination, Head count, Attrition, New Joiner & left employees, Leave Management and Performance Management System.
* Maintaining entire employee database and Leave Balance through ESS [Employee Self Service].
* Responsible for generating log in and log out report through Biometric software.

**EMPLOYMENT RECITAL**

### Trinity Engineering Services- Dubai (Coordinator- HR) (April 2015- Till Date)

* Heading Pay roll processing team and processing payroll for 1700 employees.
* Responsible for generating pay roll and timely receiving of Time sheet cards from all sites.
* Recording the salary data in HRMS and Posting Salary.
* Preparing WPS report and cash salary sheet for all employees after posting.
* Responsible for preparing Full and Final settlement.
* Closing the Resigned employee’s record on monthly basis.
* Supporting Accounts department for the reconciliation on payroll terms.
* Responsible for Onboarding process like staff accommodation and Allocation, collecting attendance report.
* Addressing issue of Staffs and Non Staffsand regular visit to camps and sites.
* Clearing Petty cash bills and sub contract certificates from site.
* Responsible for payroll account opening.

### [Amnet Systems Private Limited](http://xcelmindsoftwareservices.com/)- Chennai (Executive HR-Generalist) (Sep 2012 to Mar 15)

* Contributing a key role in the process of Recruitment.
* Responsible for recruiting Operation, Middle Level Position.
* Negotiating on the salary package with the candidates and then roll-out the Offer Letter.
* On board and take care of joining formalities and documentation of the new joiner.
* Conducting Induction session for new joiners and providing on boarding support like ID cards, Salary Account.
* Generating ESI IP nos and providing temp card to the employee, updating employee’s information in HRMS and generate Employee no.
* Working on attendance and related leave reports.
* Updating information on a regular basis related to absconding, relieving, promotions, salary revisions, address change etc in HRMS.
* Handling Grievance meeting.
* Providing day to day support to employees on their issues and requests.
* Conducting general meeting with all support teams periodically and communicating key discussions to management.
* Conducting general meeting with production members periodically to get their feedback.
* Facilitating Company Policies, Guidelines, Grievance Handling, Appraisals letters, Exit Formalities, Employee Retention etc.
* Manpower Planning, Sourcing and Selection, Resource Allocation, across levels with focus on direct hiring.
* Creating and Updating New HR Policies and Procedures and workplace Guidelines.
* Provide Support and Reporting on various HR processes conducted monthly and annually e.g. Headcount Report, Attrition reports and Presentations etc.
* Attrition control - Conceptualizing action plans based on trends and feedback in consultation with business.
* Handles Employee Engagement /Employee Relation.
* Conducting exit interview and formalities.

**HR Executive in Ruchi Soya Industries Ltd- Chennai (HR Executive) (Sep 2011 to Aug 2012).**

* Arranging & conducting Interviews/Initial screening the candidates/ helping in recruitment processes.
* Maintenance of employee database, Record, maintain and monitor attendance to ensure employee punctuality.
* Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management.

**ACADEMIA:**

* MBA in Adhiyamaan college of Engineering, Hosur- 8.03 CGPA (2011)
* B.Sc., (Maths) in American college, Madurai- 57% (2009)

**ACHIEVEMENTS:**

* + 1ST Prize in TRADE FAIR-2010.
  + 2ND Prize in TRADE FAIR-2009.

**RESPONSIBILITIES SHOULDERED:**

* One among the Team leaders formed by MBA Department- AERI.
* An Organizer of intra- Collegemeets “SPRAVA-10”.
* An organizer of inter-department meets “RIGA-10”.
* Headed the sponsor committee for “META MANAGEMENT” a National Event.
* Headed the cultural and events committee in Maths Department.

**DECLARATION:**

I hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.