Muneeswaran

[Muneeswaran.339554@2freemail.com](mailto:Muneeswaran.339554@2freemail.com)

**CAREER OBJECTIVE:**

Securing a challenging position in Human Resource with an organization of repute. where my knowledge, experience & skills will contribute towards the growth & success of the organization.

**CORE COMPETENCE**:

A people oriented person with 3 months experience in HR function mainly into ESI and PF.

**PROFESSIONAL EXPERIENCE**

**ISS Facility Services India Limited - Executive- Human Resources (Nov’16 – Till Date)**

**Training & Development:**

Evolve strategy for continual capability enhancement for effectiveness, higher role, and multiple skills through training need identification.

* Annual & monthly training calendars focusing identified training needs at all levels.
* Organizing training for enhancing technical skills for line professionals through internal & external faculties.
* Soft skill training for at all levels for developing future business leaders.
* Identifying training needs and preparation of training modules, calendar, schedules & batches for imparting training.
* Linking Performance Management System with Training Management System to capture training requirements through evaluation
* Ensuring that trainings are planned & executed as per the plan & report any deviations.
* Post training evaluation for all the training programs to check and improve the effectiveness.
* To maintain records as per ISO Standards
* Devising Induction Programs based on organization mission, values, hierarchy and policies
* Coordinate in conduction of Training Programmes
* Conducting Review Meet with Employees to identify the performer and non-performer.
* Nominate employees for various internal training programs.
* Nominating trainers for the programs
* Capturing the training feedback and focusing on the areas of improvement in training.

**Performance Management System:**

* Handling annual performance reviews for the entire region including planning, rolling out, enabling and collating the appraisal forms.
* Defining KRAs and smart goals for the functions in consultation with Functional /Business heads. Responsible for timely implementation of the system, monitor and review the key result areas, differentiation of high and low performer, action plan for retention of high performers & development plan for low performers, performance based increment/incentive system etc. Training to appraisers and appraise on various aspect of PMS.

**Employee Relations:**

* Improving teamwork, quality of work environment, organizing town Halls, Coffee with Manager Management communication calendar, in-house news letter and formal & informal feedback sessions. Handling employee grievance & keeping a regular check on employee attrition.
* Driving fun activities and other employee engagement activities like quiz, contest, cultural activities, birthday, anniversary celebrations to motivate the employees and to have better interpersonal relations.

**HR Operations:**

* Exit & Full & Final Settlements
* Confirmations
* Employee personal files management
* Complete operational responsibility for managing people issues

**Creating HR Systems:**

* Designing and upgrading HR Processes and Policies
* Designing Employee Handbook
* Designing Career Progression Plans
* Designing the Recruitment Process Note

**Statutory Compliance:**

* Creating PF Number
* Creating ESI number for New Joinees
* Submitting the P TAX, LWF Payment,
* Maintaining Shops & Establishment Act
* Contract Labour Registration & ER-1 returns.

**Sterlite Industries(I) Ltd (Dec,2004 – Dec,2008) as Quality Control Executive.**

**Roles & Responsibilities:**

* TESTING OF COPPER RODS
* INSTRUMENTS SERVICING
* MENTOR FOR JUNIORS
* DEPARTMENT SENIOR TECHNICIAN
* MAKING MAN POWER ARRANGEMENT (SHIFT SEHEDULE)
* LOOKING AFTER NC’S AND AUDITS
* UNCERTAINITY CALCULATIONS
* MAINTAINING OF STANDARDS **( ASTM/BS/ISO IEC 17025)**
* MAKING PROGRAMS (SOFTWARE) FOR EASY ANALYSING (DAILY REPORT,STANDARD CHARTS, YY ANALYSIS)
* **OPERATION REVIEW (OR)** AND MONTHLY REPORT PRESENTATION
* BUDGET PLANNING FOR CCR LAB
* CUSTOMERWISE COIL ALLOCATION
* INVESTIGATION ON CUSTOMER COMPLAINTS
* USER - SAP R/3 MM MODULE
* USER - TALLY ERP AS ACCOUNTING SOFTWARE

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**STRENGHTS**

* Able to work hard with dedication.
* Quick Learning.
* Positive attitude.
* Getting things done under pressure.

**T**raining **U**ndergone

* **NABL TRAINING**

**Duration** : 2 Days

**Description** : Training on “The National Accreditation Board for Testing and Calibration Laboratories”

* **TPM TRAINING**

**Duration** : Step by step

**Description** : Training on how to implement TPM (TOTAL PRODUCTIVITY MAINTANENCE) in CCR Lab which is the Model Plant for Sterlite Industries (Specially trained by JIIM CERTIFIED PERSON

* **5S TRAINING**

**Duration** : 1 Week

**Description** : A Japanese system of house keeping and Systemizing

* **SAFETY TRAINING**

**Duration** : 1 Day

**Description** : Full day training on fire fighting and other safety measurements to be followed in the industrial area

* **FACTORY ACT TRAINING**

**Duration** : 1 Day

**Description** : About the factory fact and legal issues

* **CECRI (CENTRAL ELECTRO CHEMICAL RESEARCH INSTITUTE)**

**Duration** : 4 Days

**Description** : Special training at CECRI for GC,HPLC,ICP.

**EDUCATIONAL CREDENTIALS**

**Master of Business Administration (2008 - 2010)**

Sri Venkateshwara College of Engg and Tech

Thiruvallur Dist,

Chennai.

First Class with Distinction **76%**

**Bachelor of Science (2001 - 2004)**

Department of Chemistry

The American college, Affiliated to Madurai Kamaraj University

First class with **60%**

**HSC (1999 - 2001)**

Raja’s Higher Secondary School – Ramanathapuram.

First class with Distinction **78%**

**SSLC (1999)**

Schwartz Higher Secondary School - Ramanathapuram

First class with Distinction **84.4 %**

**PERSONAL PROFILE**

Date of Birth **:** 18th July 1984

Languages known **:** English, Tamil , Hindi

Marital status **:** Married

**DECLARATION:**

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

**References provided upon request**