

**Suresh**

**Suresh.358353@2freemail.com**

### Objectives

 Creative and innovative thinker with effective human resources management and goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.

### Summary of Experience

 A Human Resources & Payroll Manager with over 8 years of progressive experience augmented by a strong post-secondary background in Human Resources, Accounting and Business Administration. Experienced in Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning. Sound knowledge of Labour Relations, Occupational Health & Safety, Pay Equity and other related labour laws. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support corporate mandate.

### Area of Expertise

-Hiring & retention -Recruitment - Organization

-Business Administration -Employee relation/welfare -Performance Management

-Payroll Management -Training & Development -Organizational Management

-Negotiation -Discrete and Ethical -Multitasking

### Work Experienced

**Company :** **ADS Associates, Chennai, India from 2nd June 2008 To 30th Jan 2017.**

**Designation : HR/Admin**

**Job Responsibilities**

* Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives
* Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
* Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment, etc.
* Updating all new staff details in HRMS (Human Resource Management System)
* Developing & maintaining MIS reports and other operation reports which involves processing daily attendance, updating leave records, permission slips, etc.
* Ensuring adherence to the statutory compliance with respect to factories
* Maintained a close coordination for the domestic inquiry of suspended employees
* Took various disciplinary action towards absenteeism, late attendance and other labor misconducts and successfully reduced the same
* Initiated successful implementation of measures thereby resulting in streamlining the process
* Successfully prepared job description for a higher level position which was pending since a long time, was able to procure the resource at the desired payout level by the company
* Efficiently managed an induction session for the joiner and single-highhandedly steered the entire proceedings to a successful conclusion, received a verbal appreciation from reporting manager for same
* Identified candidates who were potential exits in the month and successful in counseling as well as retaining them in coordination with the concerned operational heads
* Created a hiring plan and was able to abide by same throughout the quarter, thereby streamlining the entire hiring and retention process for rest of the financial year

### Academic Qualification

**Academic: B.Tech**  from **Bharath University Technology University** in 2008 with **Aggregate – 6.5(CGPA)**

### Assets

* Working in fast paced, high transaction volume environment.
* Ability to organize & priorities workload within any setting.
* Completing all tasks in a timely, organized and professional manner.
* Able to work on multiple projects simultaneously.

### Personal Information

Marital status : Single

Date of Birth : 25th May 1987

Nationality : Indian

Languages Known : Tamil, English & Kannada

Visa : Visit (Valid till 20th June 2017)

Joining : Immediately

### Declaration

 I hereby declare that the above information furnished is true to the best of my knowledge and belief.