** MOORTHY**

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**OBJECTIVE**: To carve a niche for myself and my organization in the field of Administration & HR and thus make the organizational most sought after by the employees.

**CAREER SKETCH**:

* 15 years of experience in Employee Life Cycle Management in Bahrain & India.
* Dedicated and passionate about developing positive employee relations and organizational goal.
* Skilled and experienced in payroll management, Administration, Performance Management, Training & Development
* A dynamic individual with very interpersonal skills, discerning and able to work both as part of a team and through individual initiative. Comfortable and effective professionals at all levels, and adept at peacefully resolving conflicts.

**KEY RESULTS AREAS:**

* MIS: Reports for HRIS &based on production for weekly &monthly wise.
* ISO Coordination: Coordinate with ISO Audit as a part of management with zero NCR.
* Payroll management: Labors weekly and Monthly, Staff & Executive’s salaries
* Recruitment: Recruitments for all Employees based on requirements and budget
* Performance Management: Performance Appraisal
* Exit formalities: NOC, Clearance procedures
* Administration: General Admin, Securities Control, Employees facilities
* Attendance Management: Regulation of manpower flow & control of absenteeism
* Welfare management: Canteen & Accommodation management
* Training & Development: Coordination & planning for all employees
* Transportation management: Pick up and drop & drivers management
* Manpower budgeting
* Data Analyze for multi matrix of manpower.
* Co-relation between departments.
* Cash flow management

**EDUCATIONAL QUALIFICATION:**

**S.NO PARTICULARS UNIVERSITY / INSTITUTE YEAR**

1. PGDHRD NIHARD 2001

2. B. Sc. Physics Manonmaniam Sundaranar University 1995

3. Certificate of Advance Govt Polytechnic

Office Automation

4. Certificate of Visual Basic Govt Polytechnic

**SKILLS:**

* Well Exposures in MS Office / MS Outlook / Tally 9.0 with ERP / Photoshop CS6 / Oracle Payroll / Typing speed 50 words / minute
* Excellent Exposures in MS Excel with analytical tools like pivot table, lookups, functions, graphical representations etc.

**LINGUISTIC SKILLS:** English, Hindi, Tamil & Malayalam

**EXPERIENCE: 15 YEARS**

* Working as an Admin Officer in **PMKVY** in G Life Care Marketing Pvt Ltd – Sep’ 2017 to till date.
* Worked as an Assistant Manager HR in **Thriveni Car Company PvtLtd–** Sep’16 to Sep’17.
* Worked as a Project Coordinator in **Jalal Al A’Ali& Sons co. B.S.C. (c)–** April’15 to July’16

Attend Client meetings and to determination of project requirements, Assist with Project Manager in drafting / mailing and issuance of RFP’s, Tender, Budget, Cash flow & preliminary Schedules and Prepare organization & communication charts, Track the progress and quality of work &Manage attendance and schedules of manpower, Payroll operation & preparation of salary of employees, Preparation of Quotation & monthly invoice for ministry, Calculation of cost of manpower, vehicle, tools & equipment for all projects, Prepare all kinds of monthly & weekly reports to clients for all projects, Coordinate with ISO Auditing and to achieve zero NCR.

* Worked as an Admin & Project Coordinator in **Mohamed Yusuf Al Hassan Holding Co. W.L.L –** Nov’11 to Dec’13

Preparation of reports for various projects in sewerage division, Documentation & Record Maintenance for all projects related to SEOMD, Coordination with ISO 9001 Quality management in associate with BUREAUVERITAS, Preparation of Business Report, Cost Analysis, Budgeting and Estimation of projects by coordinating with Project Engineers Assist with Project Manager for their reports.

* Worked as an Assistant Manager HR in **ABT Ltd –** Jan’11 to Oct’11

Recruitment of Employees, Selection process, Training & Development, Preparation of HRIS, Partial of Statutory activities, Reward & award of employees, Canteen Management& Employees welfare management.

* Worked as a Coordinator-Admin / Data Analyst/ MIS in **Sri Narasu’s Coffee Company Ltd** Apr’08 to Jan’11

Coordinate with all branches for their sales requirements, Prepare Sales reports for all branches, report for raw material & production for weekly and monthly wise, Motivate the sales force to achieve monthly defined targets of branches, Coordinate with Senior Management for mailing drafting, Daily close monitoring of sales value and quantity, Minimum Stock maintenance and implementation activities for price hike,Verify Stock status for all commodities

* Worked as a Manager – HR & Admin in **Salem Softest Pvt Ltd–** July’ 05 to Mar’08

Entire Administration, Grievance Handling, Attrition Management, Exit Interview, Employee Relations, Training &Development, Wages Distribution

* Worked as a HR & Admin Executive in **Lofty Optical Industries –** Jan’01 to June’ 05

General Administration works, statutory activities, Attendance Management and pay roll operation, Conduct motivational meetings for productivity, Office Administration, Wages Distribution

**PERSONAL DETAILS:** Date of Birth: 21.03.1975 , Marital Status: Married.