**Sathish**



**Talent Acquisition & Payroll Specialist**

[**Sathish.381542@2freemail.com**](mailto:Sathish.381542@2freemail.com)

**Professional Summary**

* As a Management Representative Cadre and handling the entire Function of Human Resource Development Industry. End to end life cycle management of the employees, Recruitment strategies which includes manpower planning & execution, Retention, Payroll, Statutory Compliance, Employee Relation, Training & Development, Employee Engagement Activity.

**Skill Set:**

Recruitment, Sourcing, Talent Acquisition, Manpower Planning & Forecasting, Campus Hiring, Payroll, Statutory Compliances, Performance Management, Attendance & Leave Management, Employee Grievance, Training & Development, Employee Engagement, HR Analytics, Admin/Facilities Management, Event Management.

**Role Highlights:**

* 8+ Years of experience in Human Resource Industry, expertise in Talent Acquisition, Planning and Forecasting. Managing end to end campus hiring.
* Managing across various locations of South India for Recruitment for multiple domains (IT, ITES).
* Experience in posting jobs on different social media platforms such as **Chetnas Forum, LinkedIn, Face book,**

**CiteHR.**

* Expertise in Payroll Management, Employee Database administration, **EPF, ESI, PT, TDS** Leave and Attendance Management.
* Experience in handling employee grievance, employee relations, employee retention, and attrition analysis.
* Experience in managing Training and Development activities within the organization for about 300 employees.
* Manage the employee survey and reporting process and HR Analytics.

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| **Streams Hired on** | |  |  |
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| **Software Development – Microsoft & Java.** | | **Software Tester & QA.** | **Data Analytics and Data Scientist.** |
| **Mobile technologies – Android & IOS.** | | **Hardware/Networking/Infrastructure. Non-IT.** | |

**Employment Experience**

* Currently working as a Senior HR Executive in InfoFaces Inc, from Feb 2014 till date
* Worked as a HR Executive in e-Pay Management Consultants, Chennai, from Jan 2012 to Feb 2014.
* Worked as a HR Associate in Zen HR Consulting India Pvt. Ltd, Chennai, from Feb 2011 to Jan 2012.
* Worked as a HR Admin in Pluto Shipping & Consultancy Pvt. Ltd, Chennai from Feb 2010 to Jan 2011

**Key Responsibilities:**

 Requirement gathering: Understanding the requirements and working as per the Job Description.

 Sourcing Suitable profiles matching the Job-Description through Job-Portals, (Naukri, Monster, Times jobs) References etc. Validating the profiles according to the Job Description. Scheduling Interviews with the Technical Panels, Clients and coordinating with the candidates.

 Planning and Conducting Campus Interviews. Responsible for the end to end Campus recruitment process.  Act as a Consultant and tie-up with the top most colleges in South India region (Tamil Nadu, Andhra Pradesh,

and Karnataka). Develop relationships with placement officers, department heads and BU heads.

 Preparing and setup the highly confidential question papers for campus hiring.

 Conducting preliminary interviews & explaining, discussing Job description for all level.  Negotiating Cost to Company (CTC) and finalizing the job openings.

 Ensuring that the candidate receives the offer letter after the successful completion of interview. Follow up with the candidate.

 Controlling, maintaining and updating manpower plan and generating recruitment related monthly and weekly reports including the (Management Information Service) report.

 Responsible for induction and joining formalities. Working out salary structure (preparing CTC breakup), background reference checks and issuing offer letters.

**Post Recruitment: (Payroll & Statutory Compliance)**

* Responsible for processing and calculating monthly salary for all employees.
* Prepare process & distribute the monthly salary and Pay slips through system. Solve the queries related to payroll, attendance, leaves and allowances.
* Responsible for Statutory Compliance (Provident Fund, ESI, Insurance, Gratuity and Superannuation Fund), full and final settlement for relieved employees.
* Preparing and filling the monthly, half yearly and annual returns for Provident Fund, etc.
* Registration and Getting of existing and new branches under relevant Act.
* Processing and preparing various documents for getting EPFO Establishments Code from EPFO Organization.
* Filling of Annual Returns and Reports timely under relevant Act.
* Maintaining of all Statutory Registers, Records under relevant Laws.

**Training & Development**

* Responsible for planning and preparing the Training Calendar according to the needs of the employees and organizational requirements.
* Conducting and coordinating of various training program at workplace in every month.
* Conducting different safety aspect training program within the organization such as **firefighting, mock drills,** **first aid and periodical safety audits.**

**General Administration:**

* Rich experience in managing the whole administrative activities like transport, cafeteria, housekeeping activities, travel & accommodation, event management, maintenance of equipment’s, budgeting etc.
* Good year of experience in New office setup processes like: - Infrastructure (Successfully setup the 2 new branches across various cities in India with different MNCs organization).
* Exhaustive knowledge and experience in New Office Interior/Fit out setups. Worked with Top Architect and

Project Management teams.

**Employee Engagement:**

* Employee Engagement Activities Rollout Employee Engagement Calendar / Budget on monthly basis.
* Maintaining display board (weekly award winners, Birthday list, client appreciation, Thank you messages) - Occasion based activities (Mother's day, Women's day celebration, etc.)
* Effectively drive employee engagement programs & incorporate appropriate Retention Strategy.

**HR Analytics & MIS**

* Conducting Employee Perception Surveys.
* Maintaining and Preparing headcounts reports on a monthly basis HR Reports and Summary reports on Monthly and quarterly basis.
* Skill Matrix Evaluations and Competency Mapping.
* Excel mastery, including pivot tables, v-lookup and graphing. Creative and innovative approach to problem solving.
* Time Management: Work Schedules, Break schedules, Holiday calendars, planned working time and Overtimes, Time Structures, Time Sheets Preparation.

**Academic Credentials**

* POST GRADUATE

Master of Business Administration (**HR** Specialization) (73%) from Jaya College of Arts and Science, Madras University, Chennai.

* UNDER GRADUATE

Bachelor of Computer Science (65%) from Jaya Arakkonam Arts and Science College, Thiruvalluvar University, Arakkonam.

* Best out-going student award of the year 2009-2010
* First Rank Holder in major subject in the year in 2010
* Technical Proficiency :- Programming Language: C, C++ and SQL
* MS-OFFICE

**Personal Details**

Date of Birth : 04.08.1986

Sex : Male

Nationality : Indian

Marital Status : Single