

**Sathish**



**Talent Acquisition & Payroll Specialist**



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**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:**

* 7+ 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. **Streams Hired on**

**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 InfoFacesInc, 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 (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