**AREAS OF EXPERTISE**

* *HR Processes & Systems*
* *General Administration*
* *Business Administration*
* *Sales & Marketing*
* *Budgeting*
* *Training & Development*
* *Database Management*

 **PERSONAL SUMMARY**

Certified SAP R/3 6.0 EhP6 HCM Consultant

Multi-skilled professional with 19+ years of experience in diverse domains

**SAP CERTIFICATION**

SAP Certified Application Associate – HCM with SAP ERP 6.0 EhP6

ATOS – SAP Authorised Training Centre, Chennai

Apr – May 2015

**CAREER HISTORY**

**Celebrity Fashions Ltd**

***HR-Manager* Jan 2012 – Present**

**HR Planning, Recruitment and Induction**

**CAREER STATEMENT**

*“I feel that my greatest strengths are firstly my strong commitment to providing a professional service to fellow colleagues. Secondly my skill at developing and maintaining a close working relationships with people from all social backgrounds, which in turn helps me to gain an in-depth understanding of their individual needs. Thirdly my real passion as a whole, an obsession which allows me to spot trends and develop best practise processes.”*

* *Training & Development*
* *Database Management*

* Manpower planning as per organizational requirement
* Maintenance of data bank of applications for all positions
* Mobilizing Labour Contractors
* Sourcing of prospective candidates, Job Evaluation,

Talent Tracking & Negotiations

* Conducting interviews personally for all positions up to

senior management

* Campus Placements and Written Tests
* Arranging for joining formalities and arranging for

induction

**Statutory Compliance**

* Ensure all compliance parameters with respect to applicable laws i.e., preparation and filing of monthly, half yearly and annual returns under Factories, PF, Bonus, Contract Labour, Women workmen etc. Updating all licenses and renewals with regard to factory (Pollution, Ground Water), contract labour registrations and renewals and maintain rapport with Government Departments.

**Training & Development**

* Training needs identification through Skill Matrix.
* Creating training calendars, skill course contents and

 organizing trainings.

* Designing, implementing and facilitating training

programmes based on training needs analysed.

* Conducting HR training programmes for

 employees as per their need.

* Co-ordinate the 5S and TWI Activities

**Performance Management**

Allocating `Essential Job Functions’ and `Objects and Targets’ to each employee and assessing their performance through Performance Assessment System’ based on the specified metrics (Goal setting). Monitoring and reviewing half-yearly & yearly appraisal process of the Company and to improve the employees’ performance standards.

**Industrial Relations**

* Maintaining amicable relations with union

 representatives

* Representing management in collective bargaining and

 negotiations

* Bonus Negotiations

**Service Matters**

* Supervision of updating all employees personal file

 records.

**Time Office and Payroll Management**

* Supervision of Time Office Management and Payroll processing i.e. attendance monitoring, leave management, preparation of payroll and reports etc.

**Welfare Management**

* Supervision of statutory welfare measures like Medical checkup, Canteen etc.

**Contract Labour Management**

* To prepare and issue work orders to contractors, monitoring contract labour activities, renewing licences, submitting statutory returns and maintaining all relevant records and registers.

**Discipline Management**

* Ensure proper implementation of Discipline Management through counselling and wherever required through disciplinary action under the disciplinary rules of the company

**PERSONAL SKILLS**

* *Competitive*
* *Deadline led*
* *Energetic*
* *Time management*
* *Decision making*
* *Attention to detail*
* *Excellent communicator*
* *Tactful & articulate*
* *Problem solving*
* *Quick thinking*
* *Team player*
* *Conflict resolution*
* *Professional Mannerisms*
* *Integrity*

**PROFESSIONAL SKILLS**

* Lean Management
* ISO 14001 Certified
* MS-Office
* Presentations
* 5S Certified Auditor
* SAP Certified Associate

**General**

* Active involvement in policy formulations of the

 organization.

* Exposure towards Budget Planning and Control.
* Conducting periodically safety committee meetings.
* Conducting stay-in interview to know the reason for

employees staying for long period.

* Conducting exit interview to identify reasons for employee resignation. Analyse & update the reports using the exit interview feedback forms and suggest changes for improvement.

**ACADEMIC DETAILS**

**M.A. Public Administration**

***Annamalai University***

**Diploma in Secretaryship & Office Administration**

***Pentagon Academy***

**Level 12**

***Kendriya Vidyalaya***

**Languages Known:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Read** | **Write** | **Speak** |
| **English** | **✓** | **✓** | **✓** |
| **Tamil** | **✓** | **✓** | **✓** |
| **Hindi** | **✓** | **✓** | **✓** |
| **Kannada** | *🗶* | *🗶* | **✓** |
| **Telugu** | *🗶* | *🗶* | **✓** |

**Advent Communications (The Hindu Franchisee)**

***Manager Operations* Nov 2009 - Dec 2011**

* Managing all operations of the franchisee.
* Budgeting and forecasting
* Sales target creation and optimization
* Revenue Generation
* Coordinating effectively across departments in “*The*

 *Hindu”* to ensure smooth customer – publisher

relationship.

* Database creation

**Seventh Arc Infotech Pvt Ltd**

***Manager – HR & Admin*** **May 2008 – Nov 2009**

* Department-wise Manpower planning.
* Taking joining formalities and giving induction to new

 employees.

* Monitoring Time office management and Payroll

 processing and reports.

* Preparing Job Descriptions for all positions.
* Appraising the performance of staff with the

 coordination of HOD’s and recommending finalizations

* Supervising the updating of employee’s personal

 records.

* Conducting Annual Sports and Games to employees.
* Ensure all compliance parameters with respect to

 applicable laws and up-date all licenses and

 renewals.

* To prepare and issue work orders to contractors,

 monitoring contract labour activities, renewing

 licenses, submitting statutory returns and

maintaining all relevant records and registers.

* Handling day-to-day disciplinary matters and

initiating appropriate disciplinary actions.

* Dealing with Contractors, renewing license and

maintaining all relevant records and registers.

**Williams Lea India Pvt Ltd.**

***Business Information Analyst* Nov 2005 – May 2008**

* Providing Knowledge Management Services of high-

 volume financial / Non-financial research for a leading

 investment bank in the US.

* Helped in creating and coordinating Process Flow Reports

 and Monthly Reports.

* Worked onsite at the Goldman Sachs office in Bangalore

 for training on key Workflow Processes for an upcoming

 project.

* 100% record in excellence in service delivery specifically

 with Research in terms of accuracy, turnaround time and

 volume.

* As a Team Lead was Functioning as the Single Point of

**PERSONAL DETAILS**

**DOB: 15.07.1975**

**Martial Status : Married**

**Hobbies: Travelling / Cricket / Cooking**

 Contact with the Team and the Client through effective

 communication on key deliverables of the process.

* Worked In-house with the BIS team and Business

 Development team on industry news, product

 development, identification of new areas of business and

 identification of growth sectors of business.

* Recipient of the Good Job Award.
* Trained and proficient in major financial databases like

 Autex, Bloomberg, D&B, Thomson One Banker, Factiva,

 lexis Nexis SDC, Wall Street Journal etc.

* Was involved as a member of the BCP Team also,

 standardized disaster plans and documentation.

* Improved documentation consistency.
* Created application matrix to capture information.
* Created spreadsheet for quick reviews of responsibilities.

**Krish Communications Pvt Ltd (The Hindu Franchisee)**

***Business Manager*** **Nov 1995 – Nov 2005**

* Managing all activities of the franchisee, this

 included handling the Thiruvanmiyur and Velachery

 branches also.

* Maintaining customer relationships.
* HR Related functions, Office Administration &

 Customer Enquiries.

* Manage Counter / Field / Collection executives.
* Co-ordinating effectively across departments in The

 Hindu to ensure smooth customer – publisher

 relationship.

* Trouble shooting.
* Joined as an Executive.
* Was instrumental in enhancing the first month billing

 of Rs. 45,000 to an average 32 lakhs.

* Was conferred best Sales Executive of the year for

 two consecutive years.



**Gulfjobseeker.com CV No:** **1505454**