**Radha**

Email: [radha.337229@2freemail.com](mailto:radha.337229@2freemail.com)

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**Career Summary**

Seeking a position as an **HR Administration Officer** where extensive experience will be further developed and utilised. Administrative support offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations.

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**Education**

* Diploma in HRM was completed in Annamalai University during the year 2015-2016.
* M.Phil Chemistry at Periyar University in the year 2009-2010.
* Msc Chemistry at Periyar University in the year 2007-2009.
* Bsc Chemistry at Sri Sarada College in the Year 2004-2007

**Career Summary**

**Organization - 1 Pavai College of Technology, Namakkal**

* **Designation** Assistant Professor
* **Duration**  September 2010 to April 2012

**Organization - 2 Varuvan Vadivelan College of Technology, Dharmapuri.**

* **Designation** Assistant Professor &HR & Administration Officer
* **Duration**  July 2013 to January 2014

**Organization - 3**

* **Designation** HR & Administration Officer
* **Duration**  Feb 2014 to December 2016.

**Key take Always**

* Answering a multi-line telephone system.
* Updating various Excel spreadsheets for employee benefits and various companies related spreadsheets.
* Process new employees through the company orientation program which includes company rules, regulation, culture, etc.
* Helping employees with insurance claims.
* Producing a monthly company newsletter.
* Assisting safety manager in the wellness program, safety incentive program and workers compensation claims.
* Maintaining personal files of employees and documentation.
* Handling leave records and attendance system with the HR manager.
* Manager role when the Corporate HR Director was not in the office.
* Working with the plant supervisors, and managers to bring in people who would be dedicated in helping us continue to manufacture.
* Explaining the policies, procedures, benefits, and what will be expected from them as new employees.
* Making sure that every employee is aware of safety procedures before they start work at the facility.
* Safety orientation for outside contractors who are brought in to perform services at the plant.
* Insuring that all contractors have the proper documentation on file before they begin a project.
* Working with the Corporate HR director, carrying out disciplinary actions with an employee.
* Processed the weekly garnishments and payroll deductions.

**Key Responsibilities Handled**

**Recruitment & Selection**

* Ensuring the recruitment and selection process is followed. Creating Job Descriptions, advertising on job portals & newspapers, conducting interviews, and coordinating with Functional Heads & Project Managers for ensuring successful hiring. Have hired professionals at each level.
* Launched Referral Schemes for retention & business development.
* Salary negotiation with shortlisted employees and making them aware of the salary structure & policies the organization is following. Verification Process.

**Training & Development**

* Need Identification, Developing Calendar, Identifying trainers, coordinating with trainers & employees, establishing feedback mechanism.

**Compensation & Benefits**

* Assisted in the process of restructuring the Compensation structure of the organization (including introduction of Performance allowance, Professional allowance, Medical allowance, Conveyance allowance, Outstation allowance, PF & ESI).
* Coordinating with ESI authorities for sub code for different site locations.
* Introduction of new improved salary slips in the organization.
* Liasoning with bank for salary account opening etc., informing bank authority of resigned & terminated employees.
* Compiling all data needed for the annual salary review, and the annual performance appraisal analysis. Bonus calculation etc.
* Attends to employee grievances and complaints regarding attendance, salary, provides guidance if necessary.

**Talent Engagement / Employee Relations & Communication**

* To detect and handle complaints, disputes and grievances of all staffs and to report them to the Project Managers (Project Manager of Site) and Management.
* Resolving issues, problems and complaints related to policy interpretation, time office, PF & ESI issue and payroll.
* Facilitating healthy organizational culture by promoting open house discussions, employee suggestion schemes, CMD Open Session.
* Developed a system of regular Employee Engagement Activities like Birthdays, Silver Jubilee Celebration and Festival themes celebrations & other weekly activities.
* Handling Separation Mechanism & providing the inputs based on Exit Interview to management in view to strengthen the system.
* Responsible for initiating & implementing internal company transfers

**Achievements**

* Presented paper in State Level Seminar on “**Recent advance of Spectroscopy**” Held in Kandaswamy Kandar College, Namakkal.
* Paper has been published in “**Taylor and Francis International Journal**” on the project topic of Synthesis and characterization of Unsymmetrical Schiff base complexes.
* Participated in National Conference on “Recent Advances in Metalorganic Chemistry” (RAMC-2008) held in Periyar University, Salem.
* Participated in State Level conference on “Recent Advances in Chemical Sciences” (RACS-2009) held in Periyar University, Salem.

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.**Personal Qualities**

* Problem solver.
* Multi task
* Knowledge in HR activities.
* Time management skills.

**Other Skills**

* **Software’s** MS Excel, MS Word, MS Power point.
* **DCA** Diploma in Computer Applications.
* **Type Writing** Junior Grade in Type Writing English
* **Hindi**  Secured First Class in Madhiama Examination

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**Other Details**

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| **Lingual Proficiency** | English, Tamil, Telugu |

I hereby declare that above furnished details are true to the best of my knowledge.

Place: yours truly

Date: (Radha)