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**RABI**

E-Mail: rabi.380079@2freemail.com

**Career Objective:**

 A Post Graduate MBA (**Human Resource & Administration)** with more than 10 years of experience in Human Resource Management/ Industrial Relations as well as General Administration. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

**Professional Experience:**

**Shree Basaveshwar Sugars Ltd., Bijapur, Karnataka.**

**Senior Executive- HR & Admin July 2013 – December 2017**

* Handling recruitment system and conducting induction program to the new recruits to acquaint them with various processes and policies of the organization.
* Administrating personnel management functions such as pay roll processing, leave management, attendance monitoring and feedback reporting etc.
* Handling end to end payroll of 850+ Employees which includes Executive, Management, Workmen and Temporary Employees. End to end payroll processing which includes error-free payments of salaries, variable bonus, incentives, OT, loan and deductions as per Indian statutory, taxes and organization rules.
* Write letters related to labor relations activities, like letters to amend collective bargaining agreements, letters of dispute or conciliation, or letters to seek clarification of contract terms
* Coordinated with HR Manager to developing and executing employee welfare programs and Maintain Employee Discipline and taking Employee Disciplinary action for misconducts, like written reprimands, suspensions, or terminations.
* Conducted regular meeting with department HOD’S and industry representatives to discuss about the company productivity, turnover, budget, stoppage work (Shut Down Work) etc.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience/service certificate, relieving letter, etc.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters. Keeping track of Confirmation, Appraisals, and Increments of employees etc.

**Dhanalakshmi Srinivasan Sugars (P) Ltd., Perambalur.**

**Executive- HR & Admin August 2009 – April 2013**

**Duties** & **Responsibility:**

* Facilitate Full Cycle Recruitment Process at various levels of organization and Responsible for complete joining formalities, Generation of employee ids, Appointment letters, Opening of Bank accounts, Issuing ID cards etc.
* Conducting induction program for new joiners to create awareness of the company policies and procedures.
* Taking care of all the issues related to employees and solving them to increase the satisfaction level of the employees related to salary, and other queries pertaining to their job profile, works culture, etc.
* Assist HR Manager in developing welfare and benefits programs Ensure that employee welfare programs are executed effectively.
* Maintain Employee Discipline and taking Employee Disciplinary action for misconducts, like written reprimands, suspensions, or terminations.
* *Handling* various statutory compliance like ESI, PF and gratuity and other issues.
* Managing Time office function, security force, Contract manpower management and maintaining day to day factory and office Administration
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
* Handling exit formalities. (Such as Issue of relieving letter, experience letter, No due certificate and processing of full and final settlement.)

**Himalayan Builders & Promoters (P) Limited, Chennai.**

**Assistant-H**R **October 2007- May 2009**   **Duties** & **Responsibility:**

* Resourcing, screening and short listing resumes through various job portals. Short listing the resumes based on the job requirement, Conducting telephone and Personal interviews with the HR Manager & Department heads.
* Preparation of offer letter, Appointment order, employment contract and job descriptions, completing joining Formalities and documentation.
* Responsible to enter the details in a database system, prepare MIS reports and Spread sheets.
* Responsible to Processing monthly attendance musters for workers, trainees & officers.
* Play on important role of wage and Salary administration and Issuance of pay slip for all employees
* Preparation of ESI and EPF challan online for all employee and Producing documents, Reports, letters, monthly budget, etc.
* Maintaining the personal files of employees and Day to Day office General Administration.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letter etc.

**Senior Customer Relationship Executive July 2006 – August 2007**

**ICICI BANK India (P) Ltd., Bangalore.**

* Generated new leads from field activity and actively followed up on referrals and achieved sales targets on a month-by-month basis.
* Identified customers’ needs and closed deals only after systematic consultation – Customized insurance programs to suit customer needs.
* Innovated and executed new strategies to bring profits to insurance organization and Monitored insurance claims, maintained customers’ records and handled policy renewals.
* Conducted staff meetings and discussed insurance marketing strategies promoting company’s growth.
* Prepare sales reports by analyzing and summarizing information and review self sales performance with a view to improve it
* Reviewed and resolved customer complaints within stipulated time period.

**ACADEMIC CREDENTIALS:**

**Master of Business Administration (April - 2006)**

 **(Human Resource and Marketing)**

Sara Nathan College of Engineering, Tiruchirapalli-620 012.

**B.Sc. (Computer Science) (April - 2002)**

Urumu Dhanalakshmi College, Kattur, Tiruchirapalli-620 019.

**Personal profile:**

Date of Birth : 08-04-1982

Gender : Male

Marital status : Single

 Nationality : Indian

 Language Proficiency: English, Tamil, & Hindi

**Declaration:**

I hereby declare that the above information furnished by me is true to the best of my knowledge.

 Thanking You in Anticipation.

**Date:**

**Place: Sharjah (Rabi)**