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| **CURRICULUM VITAE**  **PRABU**  [**Prabu.383950@2freemail.com**](mailto:Prabu.383950@2freemail.com) |
| **CAREER OBJECTIVE** |
| A post gradation in MSW (Human Resources – HR) with 3 years of experience in HR specially in employee welfare, time office , employee training, pay roll seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience |
| **HR – SKILLS** |
| Administration Buyers Ethical Audits Employee Welfare Employee Training Labour Laws Documentation Pay Roll Programme Organizing Recruitment  Research Factory Compliance Time Office  CSR Activities Employee Health and safety Grievance Handling |
| **CAREER GLIMPSE** |
| Dated May–- 2015 To July -2018 as aHR - Executive in Cotton Blossom (India) Pvt, Ltd, Tirupur  Dated Aug - 2012 To Mar– 2013 as a HR – Trainee inUcal Fuel Systems Limited , Pondicherry |
| **FIELD WORK EXPERIENCE** |
| Dated Jan 2014 – Mar - 2014 as a field work trainee in SHED INDIA, thanjavur  Dated Mar 2015 – Mar - 2015 as a Black placement trainee in UGAM Solutions Pvt Ltd, Coimbatore |
| **EDUCATIONAL QUALIFICATIONS** |
| * Master of Social Work (MSW) Specialization HRM - 2015, Trichy Bharathidasn University (Regular Stream) * Bachelor of Commerce (B.COM) -2012, St. Joseph’ college, Cuddalore( Regular Stream) * PG –Diploma in HRM – 2013, Annamalai University, Chidambaram (Correspondent) * Research Experience( A study on Awareness about Corporate Social Responsibility (CSR) among in HRM students with special reference st, Josephs’ College, Trichy - 2015 * One day Seminar on “Safety & Health in Garment and Textile Processing Industries”- February   -2017 |
| **PROFESSIONAL EXPERIENCE SUMMARY** |
| **ADMINISTRATION**  Handling Security, transport, housekeeping maintaining & guest house equipment’s, Staff movement register, material inwards outwards register, Key register, vehicle movement register, visitor pass & out pass maintaining, office Equipment’s post and courier, telephone EP bills, insurance claim, notice board, coordinating management review meeting, take care of the new workers in factory premises. Opening new Bank account providing pass book and ATM card for non Account holders |



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| **BUYER’S ETHICAL AUDIT**  Offering Buyers audit making proper arrangement inside the factory as per as a government and Buyers rules(legal documents, displays, safety measures, check list, Training & awareness programme  ) Ensure audit, corrective action against N.C. Company buyers (Mother care, SEDEX, Orchestra, C&A, )  **EMPLOYEE WELFARE**  Handling welfare activities such as First aid appliances, canteen facilities ( providing healthy food, sufficient chair/ table), shelter and lunch rooms, crèche facilities ( daily register, children detail, cradle, toys, postures ), drinking water ( 4.5 litters per day ) uniforms, rest room ( clean and well lighted and comfortable rest room), transport facility, Ambulance room, doctor visit ( weekly once  ),Adequate spittoons, smoking facilities, urinal and toilet facilities , recreational facilities ( music, dance, sports), handling employee grievance handling through unit visit and maintenance grievance register, every day talk abstention workers through phone, providing proper counseling, providing dormitory and housing facilities, Success fully handling strike, lockout .Providing general awareness  **EMPLOYEE TRAINING**  Forming New committee as per as legal norms (conducting committee election ) providing workers training and awareness programme such as (1. Breast cancer day (Pink October) 2.child Labour Day 3.Committee meeting (1.Anti sexual harassment prevention committee 2.Canteen committee 3.Environmental committee 4.Grievance Handling committee 5.Health and safety committee 6.Workers committee) 4.Dengue Awareness 5. Drill (1.Fire drill 2.mork drill) 6.Eye camp 7.First aid training 8. Health and safety training 9.Personal protective equipment training (PPE) 10.safety day11.workers induction programme, (All Training Circular, Agenda, mints ) 14. Awareness given to ( Chemical users, loading person, cutting, Ironing, Fusing, Button maker, oil remover, electrician) preparing training check list and maintain all training records  **TIME OFFICE**  Handling attendance (Staff, workers, securities, transport, housekeeping, contract labours) and maintain leave application, on duty application, gate pass, send every day (manpower and new joining details)handling attendance grievance, maintain Leave letters (Staff, workers,)  **RECRUITMENTS & SELECTION**  Appointments of new joiners based on language, providing (id cards, punching card) preparing and maintaining employee personal file(ESI form, form-2 ( EPF Nomination), Form – F (Gratuity Nomination), Form- 34 ( Wages Nomination), id proof, Bank pass book, Basic wages details, list of documents, Basic health checkup report, Generating new ESI , PF , UAN Number Through portal, maintain left employee details, contacting exit interview  **PAY ROLL**  Preparing monthly salary, weekly wages, calculating bonus, providing monthly salary and weekly wages (Non account holders ) getting signature in salary statement, keeping pay roll and bonus record, providing weekly, monthly salary slip  **LEGAL REGISTER**  Factory license, Building approval plan, stability certificate, sanitary certificate , Preserviseal, Food safety certificate, Fire license, calibration certificate, Pest Control, Enviro care certificate (water, stack, noise, illumination ),Age proof certificate,workers fitness certificate( nurse, canteen workers, scavenger, oil remover), labour welfare officer appointment order,labourwelfare fund, Workers minimum wages, crèches certificate, Lift license, Approval food cost details, committee election file, committee member list, location list, fire fighting trained person certificate, first aid trained person certificate, fire and mock drill record, suggestion box register, napkin disposal register, ca |

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| contract and NGO agreement, PPE issue record, Broken Needle Register, Waste disposal register ( Food, electrical, Medical )Ensure daily and monthly check list such as ( first aid box, fire extinguisher, fire alarm call point, emergency light, emergency exit, drinking water) displays of factory abstracts laws, policies, Buyers COC, national festival holidays, committee members and fire fighters and first aid trained persons name with photo, awareness & safety postures and quotations, Ensuring safety equipments (mask, cap, Metal glows, Rubber mat, glows, needle guard, Eye guard. |
| **COMPUTER SKILL** |
| Stage ( HR - Software), MS Word, Excel, Power Point |
| **PERSONAL INFORMATION** |
| **Date : Signature**  **Place :** |

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| Date of Birth | 01.06.1989. |
| Marital Status | Married |
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| Language Known | Tamil (+ + +), English ( + + + ), Hindi ( + ) Speak |
| Nationality | India |
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| Date of Expiry | 16/10/2026 |
| Current Salary | Rs : 14,000,00 |
| Expected Salary | Open For Discussion |