

**Prabhukannan**

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|  | To pursue a challenging career in the field of Human Resource Management.  For the span of 11 years in the field of Administration, I had beeninvolved in various types of organization with different Positions.  **Organization:** Construction, Logistics, and Mutual Fund.   * Having Core Knowledge in Plant & Labor Management in the field of **Construction.** * Having Core knowledge about Human Resources Management activities (I.e., **Administration and Operations)** * Excellent Ability to Prepare & organize all kind of Human Resources requirements. * Excellent ability to utilize the Plant and Equipment’s effectively. * **Master of Business Administration -2008 Graduated**   (At Annamalai University, Chidhambaram, Tamilnadu, India)   * **Bachelor of Computer Science– 2004 Graduated**   (Madurai Kamarajar University, Tamilnadu, India)   * Excellent communication skill in **English and Tamil** * Able to read and write in **Hindi**   **I. Presently working as a Plant & Labor Administrator in Maruthi Housing, Chennai, India, Since October 2013.**  **II. Worked as a Human Resource Administrator in Prudent Corporate Advisory Services Limited in India, From August 2010 to September 2013.**  **III. Worked as a Human Resource Executive for Administration in PSTS Logistics Private Limited in India, June 2008 to August 2010.** |
| **Objective** |
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| **Job Profile** |
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| **Job Expertise** |
| **Education**  **Language Known**  **Professional Experience** |
|  | **As Plant & Labor Administrator – In Construction**   * Individually handling all kind of Plant’s &Labor management. * Allocating and Organizing the Plants as required by site Team * Monitoring the Plants to utilize them effectively (Such as, JCB, Excavator, Fork Lift, Bobcat, 3Ton Pickups, Not limited to.., * Documenting the Time Sheets of Labors & Drivers & Plant Operators. * Monitoring and Tracking and resolving the issues of Workers. * Allocating labor accommodation and Liaising with Camp bosses. * Monitoring and controlling the transportation for the workers. * Arranging the required Entry passes to access the work location (If applicable). * Maintaining Petty Cash. * Preparing monthly report, Documenting and reporting to the Management. * Maintaining annual leave schedule for workers and staff.   **As anHuman Resource Administrator –Mutual Fund**   * HR file close out, filing, auditing and archiving. * Providing clerical and administrative support to the Human Resource team. * Updating HR database for new hires, separations and annual leave. * Documenting human resources actions by completing forms, reports, logs and records. * Responsible for typing letters, creating and sending customer invoices. * Responsible for creating and distributing internal memorandums. * Maintained employee schedules, vacation balances and other time off.   **As a Human Resource Executive -Logistic**   * Maintained employee schedules, assigned duties and made sure employee pay was submitted on time. * Answer employee queries about Human Resource related issues. * Organize and maintain personnel records. * Prepare Human Resource documents like employee contracts and new hire guides. * Create regular reports and presentations on Human Resource metrics * Travel * Football Player   Gender : Male  Nationality : Indian  Marital Status : Married |
| **Overall Duties and Responsibilities** |
| **Hobbies**  **Personal**  **Information** |