

**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** |