

RESUME

DILIPKUMAR.S
Mob No: +919900315456

STRENGTH:

Flexible to any environment can perform well even in groups, to accept the organization as my family and work wholeheartedly.

EDUCATIONAL QUALIFICATIONS:

BACHELOR OF ARTS- SHESHADRI PURAM DEGREE COLLEGE 2007 TO 2010(BANGALORE)

PUC - GANGAMMA THIMMAYA GOV PU COLLEGE 2005 to 2007 (BANGALORE)

SSLC - GANGAMMA M THIMMAYA GOV SCHOOL 2005 (BANGALORE)

COMPUTER KNOWLEDGE:

- ✓ Basics Course - MSWORD, MS EXEL, MS POWER POINT
 - ✓ English Typing
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WORK EXPERIENCE:

1. Currently working at Spencer's Retail Ltd. as Regional Senior HR Executive Dec 2016 to Present. (Kerala Region)
2. Last Working at Big Basket as a Hub HR Executive 16.Oct.2015 to 31.05.2016
3. HERITAGE FOODS LTD 18.Jun.2014 to 12.Oct.2015 as a HR Regional Executive.
4. MAXHYPER MARKET INDIA PVT LTD (Auchan Hyper Markets) 03.Mar.10 to 28.Feb.2014 As a HR Executive

December'16 till date
Reporting to Manager - HR
Key Responsibilities:

Spencer's Retail Limited

Sr. Executive - HR



Recruitment:

- Recruitment for Kerala.
- Scrutinizing the resumes according to the position vacant, line up the candidates for the interviews.
- Interviewing the candidates along with Operations Managers and close with TAT offer.
- Preparation of offer letters as per company norms, issuing the same and ensuring that new joiners are taken care with the procedures related to the joining formalities.
- Handling Induction & Joining Formalities
- Coordinating with Recruitment Firms, Man Power Outsourcing Companies and NGO's & Attending Mega Job fairs
- Manpower costing and planning with inputs from business /department heads

Joining & On-boarding:

- Responsible for completion of all the joining formalities entailing collection and verification of documents for Team Members.
- Ensure that the employee ID is generated.
- Updating and maintenance of employee personnel files manually as well as in SAP.
- Coordinating with the Banks for opening Bank A/c for new joiners.
- Getting all the forms filled with respect to statutory compliance.
- Responsible for maintaining and updating the HR- Employee Master Database.

Training and Development:

- Co-coordinating the training of new employees.
- Nominating employees for the Team Member to Team Leader through (EED) for promotions.

SAP HR-ACTIVITY:

- Hiring
- Confirmation, Extension of Probation
- Salary on Hold, Salary Release
- Change in Reporting, Payment Processing

Payroll:

- Monitoring the preparations of Inputs file for all the regions every month and ensuring the attendance inputs from all the locations reach on time and are accurate.
- Ensuring all the newly joined employees are fed into the Master Payroll.
- Calculation of Incentives of all the regions and ensure that eligibility criteria is followed.
- Clarifying the queries of the employees related to salaries and their grievances.
- Maintain the leave Cards of employees and grant leave according to the eligibility criteria and guiding my subordinates in preparation of the inputs with minimum error percentage.
- Verification of Medical Claims of Employees and updating the same in SAP.

MIS:

- Maintenance of MIS Report of the Region.
- Maintaining the attrition data month on month.
- Handling Man Power Tracker and Recruitment Tracker for entire Tamil Nadu, Kerala and Karnataka Regions.
- Maintain and analyse different reports on, HR dashboard, recruitment status, employee productivity and manpower cost analysis.
- Maintaining systematic records of the entire database in an effective and efficient manner also handling recruitment reports on monthly basis.

- Preparing and maintaining joining forms, employee suggestions, and exit interview forms, attrition analysis, exit interview and headcount report.

DATABASE MANAGEMENT

- Managing the Database / personal files of all Employees.
- Responsible for Attendance/Leave/Time Sheet Management.
- Maintaining and updating the skill matrix of all Employees.
- Handling and resolving employee queries through HR Help Desk.

Employee Grading & Compensation:

- Dealing Medclaim (Insurance) related issues and processing the same by coordinating with the concerned agencies.
- Processing increments.
- Promotions.
- Relocations Allowances & deployments & benefits for employees across the region.

Employee Relation/Employee Engagement:

- Celebration of employees' personal achievements & Birthdays.
- Ensure that the employees are always motivated to keep them involved in business and to achieve their given targets.
- Prepare agenda for weekend fun meet and execute the same as per the plans.
- Celebrating staffs Birthdays and thereby making them feel important.
- Festivals celebrations.
- One-to-One meeting.
- Conducting Fun@Work programme based on themes given.
- Distributing Star Cards, Monthly Awards, Quarterly Awards, Annual Awards and Wedding Gift Vouchers.

Employee Grievances

- Handling the employee issues and conducting proper follow ups with concerned departments along with counseling sessions with employees and facilitating skip level meetings.
- Constantly striving to be proactive in all employees' issues and taking actions to solve day to day problems of staff and workers.
- Clear understanding of the importance of timely redressal of grievances. Able to resolve inter & Intra group conflicts.

Employee separation:

- Conduct exit interview to identify reasons for employee resignation.
- Monitoring relieving procedures and proper full & final settlement, considering exit interview forms, no due certificate.

Admin Responsibilities

- Airport Pick Up & Local Transfer arrangement for Expatriates
- Handle Contract Labour Management
- Handling House-Keeping & Security management
- Monthly vendor bill clearance
- Arrangements for Hotel Bookings
- Housekeeping Management of vendor as per SLA and upkeep of the office premises and guest house
- Organise ID cards, & Email ID

Oct'15 to May'16
Reporting to Manager - HR

Big Basket

Hub Executive - HR

Recruitment & Selection:

- Sourcing the profiles from different job portals (Naukri, Monster)
- Shortlist the relevant profiles based on the Job description.
- Posting advertisements and mass mailing on Portals as per the requirement given.
- First level filtering of candidates through telephonic interviews
- Manpower planning & approvals, Resume database, referral management, Reference check, Release of offer letters.

Joining formalities and Induction:

- Completion of Joining Formalities like PF nominations forms, Photographs, ESI declarations forms, ID Cards, Bank accounts.
- Introduction with all employees
- Maintain Employee personal file, etc.
- Periodical updating of Employee Master Database file.

Payroll:

- Maintaining attendance details, over time and leave registers of all employees.
- Preparing the Annual leave with wages.
- Handling of Wage and Salary Administration.
- Generation of Pay sheets, pay slips, and forwarding to all Stores.
- Deductions of Loans, Advances, TDS and Cell Phone bills given by Accounts department.
- Handle pay related grievances and salary revisions.

Employee Engagement Activities:

- Conducting Daily, Weekly, Monthly R&R Activity.
- Fun at work, Quiz, Team Activities

Performance Management:

- Coordinate with the Head of Departments for appraisals. Implement salary Structure based on the increment % decided and issue letters to the employees.

Statutory:

- Generation of Statutory Challans like Online E.S.I payments.
- Labor Welfare Fund, annual Returns.

Provident Fund:

- Submission of Monthly returns, Annual returns, Form 19 & and 10 c

E.S.I:

- ESI online challan, supplementary challan generation, Register new IP details.

Gratuity:

- Renewal of Group Gratuity and submission of Gratuity with drawl forms

Contract & Renewals:

- Shops and Establishment and Contract labor act renewal of different clients Licenses, Security license, Annual Maintenance Contact
- Preparation of revised Quotations, Notification by the labor department and arrange for the implementation of the same.
- Checking the attendance for Contractor workers.

Exit Formalities:

- Ensuring the resignation formalities
- Co-ordination the Exit interview.
- Preparing the Relieving letters and Service certificate.
- Preparing the full and final settlement.

Jun'14 to Oct'15
Reporting to Manager - HR

Heritage Foods Ltd

Regional Executive - HR

- Assisting joining formalities (Issuing offer letter, collection required documents from new joiners.
- Assisting in orient the employee towards the policies and procedures of the company
- Maintenance of employee's personal file.
- Generating the new employee's employee codes and issuing the appointment letters to employees.
- Checking grooming standards as per instructions.
- Assist monitoring the attendance regularly (bio-metric).
- Assisting to send daily presents and absentee's details send to HO.
- The monthly salary inputs send to HO.
- To check and maintenance of employees OT record.
- To cover employees under ESIC, PF and Bank account no of employees.
- Managing the employees leaves records.
- Assisting the HRIS (Human resource information system) software.
- Assisting the EDB (Employee data base).

- Conducting Daily, Weekly, Monthly R&R Activity.
- Display of notices, certificates, abstracts extract, etc.
- Looking over employee's period compliance.
- Co-coordinating for employees appraisals.
- Co-coordinating for Training & development.
- Motivating and retaining employees.
- Staff settlements. (F&F)

HR Executive

MAXHYPER MARKET INDIA PVT LTD (Auchan Hyper Markets 03.Mar.10To28.Feb.2014

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PERSONAL PROFILE

Name : DILIPKUMAR.S

Date of birth : 12.05.1989

Marital status : Single

Father's name : SELVAM

Languages Known : English, Hindi, Kannada, Tamil, and Telugu.

Address : #94 10th Cross, 3rd Stage, 3rd Block West of Chord Road

IndiranagarNearModi Hospital Bangalore - 560 010.

DECLARATION:

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

Place: Bangalore

YOURS SINCERELY
(DILIPKUMAR.S)