

Manjula G.T

SENIOR HR MANAGER

Highly experienced and dedicated Senior HR Manager with a proven track record in all aspects of human resources management. Committed to driving organizational success through effective talent acquisition, employee development, and strategic HR initiatives. Seeking a challenging position as a Senior HR Manager in a dynamic organization where I can leverage my expertise to contribute to the company's growth and success.

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📍 Chennimalai

SKILLS

Talent Acquisition and Retention.	Performance Management HR.	Compensation and Benefits.
Employee Relations and Conflict	Strategy and Planning HR.	Administration.
Resolution.	Policy Development.	Training and Development.

EXPERIENCE

Senior Human Resources Manager.

Infinijith Apps & Technologies Private Limited (Dec 2017 - Till date).

Human Resource Manager.

Infinijith Technologies (Oct 2015 - Nov 2017).

Responsible for Managing all HR operations and strategies within the company.

Managed the HR department, overseeing recruitment, employee relations, performance management, and HR policy development.

Managing full cycle staff recruitment & selection, job description drafting and formulation, job postings, candidate screening, background checks, orientation/on-boarding, offer negotiating and placements to respective departments.

Preparing and run the payroll month, on time and in full and ensure that the same is posted in the right schedules as well as make all statutory payments as required.

Maintained employee records (attendance, leave schedules, contracts) according to policy and legal requirements.

Reviewing and updating HR policies and handbook to ensure compliance with the legal, regulatory and internal frameworks.

Provide guidance and support to managers and employees on employee relations issues, ensuring fair and consistent resolution.

Implement and manage HRIS systems to streamline HR processes, maintain accurate employee records, and generate reports.

Drive employee engagement and retention initiatives, including employee recognition programs and career development opportunities.

Administered employee benefits programs, including health insurance and leave policies. Coordinated employee engagement initiatives, such as team-building activities and recognition programs.

Provide End to end support from date of resignation to Full & final settlements.

Effectively maintained & Handled HR functions with confidentiality of all privileged information relating to the employees, products and the management of the company.

Executive -HR

HCL Services Limited Jan 2012 - Jul 2014.

On Boarding Process including Co-ordination with TA team and preparedness, complete joining formalities & documentation completeness, arrange orientation & induction, maintenance of records & Updates.

Employee Life Cycle Report - General Query resolutions & clarification, carry out contractual obligations, renewals etc, all other miscellaneous day to day transactional support.

Payroll Support - Timely inputs & System updating, delivery of appraisals & compensation related inputs.

Employee Communication - Upkeep of leave and attendance management, appropriate involvement on employee engagement and connectivity.

Business Delivery Report - Execute and support business units requirements, Work in close proximity to business needs and standards, provide easy and accurate resolutions.

Compliances, Processes & policies - Execution of policies and timely update to employee.

Off boarding (Exit) - End to end support from date of resignation towards Full&Final settlement and document release including statutory areas.

Associate

HCL Infosystems Limited Aug 2007 - Dec 2012.

Verifying of employee claims and processing.

Banking transactions.

Vendor payments processing.

Processing of employees incentive claims.

Co-ordination with Head office for the entire employee related queries.

Administration: Day to day personnel handling and administration activities such as maintaining employee records, payroll & benefits expense management, new employee joining formalities etc.

Keeping Track of Attendance for Regional Offices & local Office and to Process to Payroll Department. Out

Sourcing Man Power Maintenance.

Handling Bank Account Opening, Sim connection, Ticket Booking, Guest House Booking Etc.

Providing and Co-ordination general admin support like Relieving letters, NDC & Follow up on FFS.

Transfer Letters, Upgradation Letters, Employment Proof Letters, Address Proof Letters etc.,

EDUCATION

MBA -HUMAN RESOURCES

Bharathiyar University May 2010 - May 2011

Bachelor of Business Management

P.K.R Arts College For Women Nov 1995 - Apr 1998