

VINOTH M

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Work Experience

System Admin & MIS Executive

USDC Project India.pvt.ltd - Bengaluru, Karnataka
2017 to October 2023

HM Group - Bengaluru, Karnataka
2015 to 2015

Education

MBA

Anna University
2010 to 2012

B.Sc

Bharathidasan University - Hosur, Tamil Nadu
2006 to 2009

Skills / IT Skills

- Occupational Safety
- Proficient with MS Office, Excel, Power Point, Outlook, Java & HTML,
- Employee Selection & Development
- Preparing and reviewing compensation and benefits packages
- Mentored new recruits, provided onboarding seminars, and conducted group and individual training sessions.
- Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings. HUMAN RESOURCES SPECIALIST An HR Specialist is a professional responsible for monitoring all Human Resource functions. They prepare compensation and benefits packages, set up company policies, maintain updated employee records and ensure a healthy workplace by providing HR procedures. HR SPECIALIST RESPONSIBILITIES INCLUDE
- Oversaw a human resources department of 5 team members and their various functions.
- Recruitment & Onboarding
- Developing Training Programs
- Implementing training and development plans
- & RESPONSIBILITIES
- Organizational Communication

- Prepared and updated employment records, including pension plans, compensation packages, benefits, disciplinary behavior, and disputes.
- Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests.
- Administering health and life insurance programs
- Ensured compliance of company directives, regulatory concerns, and health and safety protocols.
- Researched, recruited, staffed, on boarded, and trained new company hires according to the needs of department managers and company budget.
- Microsoft Office