

Sumith ChandruFeatured Resume

HR Manager seeking roles in Human Resource Management,Recruitment Management,Client Management,Payroll Processing,Employee Engagement,Employee Induction,HR Policies,Attendance Management, Employee Orientation,Facility Management

Current Designation: HR Manager

Current Company: Fabs

Current Location: Bengaluru / Bangalore

Pref. Location: Bengaluru / Bangalore,Chennai,Hyderabad

Functional Area: HR / Administration / IR

Role: HR Manager

Industry: Construction/Engineering/Cement/Metals

Marital Status: Single/unmarried

Total Experience: 8 Year(s) 0 Month(s)

Notice Period: Currently Serving Notice Period

Highest Degree:

Key Skills: HR Manager,Human Resource Management,Recruitment Management,Client Management,Payroll Processing,Employee Engagement,Employee Induction,HR Policies,Attendance Management, Employee Orientation,Facility Management

Verified : Phone Number | Email - id

ID: 7a9ef30c7cf4bc6f47Last Active: 18-Sep-20Last Modified: 18-Sep-20

[Jump to Section](#)[Work Experience](#) | [Education](#) | [IT Skills](#) |

Summary

Result-oriented Professional with over 8 years of experience in Human Resource Management, Recruitment Management, Client Management, Payroll Processing, Employee Engagement, Employee Induction, HR Policies, Attendance Management, Employee Orientation, Facility Management

Work Experience

Fabs as HR Manager

Dec 2018 to Till Date

Sourcing, screening, scheduling end to end recruitment Strong experience in HR back end support. Handling Entire Recruitment cycle, Joining Process, Employee Induction, HR Statutory compliance (PF, ESI) Handling a recruitment team Monitoring attendance of staffs on daily Basis Handling Petty Cash Performance appraisal Handling daily meeting with the employees. Taking care of payroll Bank account opening

Radiants systems private limited as H.R Executive

Nov 2016 to Nov 2018

Employee relation - conducting fun activities, month end birthday celebration, Sending birthday email to employees, festivals celebration. e Employee communication - acting as a middle person between management and employees. e Documents handling - Issuing employee's documents, cheque and collecting office copy, vouchers. e Arranging cab on daily basis for employees depends upon the present/absent e Verifying and recalculating the bills (Cab, Tea & snacks, TATA phone, Reliance, Courier) and courier to HYD. e Handling vendors (Cab, Tea & snacks, Phone, Courier, Internet) Handling facility management - housekeeping, office boy and security people. Petty cash management Conducting exit interview / formalities. Coordinating with HYD team for FFS of Ex-Employees. Coordinating with HYD team for processing the PF for EX- Employees. Arranging of Relieving letter for Ex-Employees Handling of Back Ground Verification Process. Maintaining Attendance of the employees. Handling statutory compliance (PF, ESI etc) Handling HR policies, Employee engagement Training and development Performance Appraisals Working closely with Director of the company. Preparing offer letter, relieving letter etc. Working on HRIS and HRMS tools to maintain attendance on Daily Basis. Bank account opening. Handling Statutory compliance (PF ESI) Maintaining payroll for all employees Taking care of HR policies Exit formalities Labor Law

Perennial Soft House as H.R Executive

Dec 2015 to Nov 2016

Sourcing, screening, scheduling end to end recruitment e Strong experience in HR back end support. e Handling Entire Recruitment cycle, Joining Process, Employee Induction, HR e Payroll and Administration. e Documenting HR processes via HRMS software. e Taking care of office infrastructure in IT, Civil Matters and entire housekeeping. e Admin procurement of Sundry Items for Business Purposes. e Handling employee and office infrastructure insurance process end to end. e

Taking care of vendor services and payments. e Handling HR and Business statutory and legal vendors. e Travel desk management. e Housekeeping services, Security services, F&B operations, Maintenance of Cafeteria. e Maintaining Leave & Attendance record. e Handling Statutory compliance (PF ESI) e Maintaining payroll for all employees e Taking care of HR policies e Exit formalities e Labor Law

[^ Back to Top](#)

Education

UG: B.Com (Commerce) from Chhatrapati Shahu Ji Maharaj University (CSJMU) in 2010

PG: from Chhatrapati Shahu Ji Maharaj University (CSJMU) in 0

[^ Back to Top](#)

IT Skills

Skill Name	Version Last Used	Experience
"C", C++		
Java, HTML		
MS Office, Power Point		
MS Dos, WordPad		
BASIC COMPUTER		