

# Mugelan.M

Sri sai pg itpl near whitefield hoodi

**Mobile No:** 91-6382837713

**E-mail:** [muhilanmano04@gmail.com](mailto:muhilanmano04@gmail.com)

## **CAREER OBJECTIVE**

Seeking a position where I'm able to work in a career oriented and challenging environment that promotes personal growth, and uplifts professional development with a growth oriented organization.

## **CORE STRENGTHS**

- Team player with an ability to grasp new things quickly
- Excellent communication, presentation and interpersonal skills.
- A motivator and a team leader
- Dedicated to work, Employee Engagement
- Ability to work in a team as well as an individual.

## **PROFESSIONAL EXPERTISE**

- Worked in Wisdom bridge management consultant as **Human Resources in Operations & Recruiter** from Jun 2021 to Dec 2022

## **ACADEMIC PROFILE**

MBA(HR) in Madurai kamaraj university madurai.

BCOM(CS)CA in Bharathiar university erode.

Higher secondary in Govt hr sec school theni.

## **PROFESSIONAL EXPERTISE– SUMMARY**

### **Pre –Hiring**

- Systematic approach in Recruitment, Selection and Retention
- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources
- Identification of manpower requirements Screening and short listing of resumes pertaining to the requirements of the organization

### **Post – Hiring**

- Salary negotiations resulting in acceptance of the offer and candidate joining
- New joining formalities and Induction (Ensure the completion of joining formalities and induct him into the organization)
- Employee related documentation
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating

### The Accountabilities & Attainments

- Developing job descriptions.
- Handling smooth implementation of the entire HR processes and manpower planning.

Understanding the recruitment needs in detail.

- Recruitment- Assist HR Management through entire end to end hiring process, candidate database management, calling short listed candidates & arranging interviews and doing the initial screening of the candidates from Junior to senior level.
- Taking care of joining formalities of new recruits like collecting and filing the documents
- Discussing needs and qualifications with Team Leads/Managers.
- Recruiting and interviewing candidates, checking references and performing background checks.
- Making hiring decisions, Organizing and running orientation sessions.
- Reviewing compensation and benefits packages

### The Employee Relations

- Implementing the organization's recruiting strategy
- Maintaining records of employee participation in all
- Liaising with the Reporting Managers with regards to their Recruitment needs, salary issues, Employee Miss-Management and their performance.
- Involved Induction program for new employees and Exit Process (Full and Final Settlement) of the Employees.
- Employee compliances such as PF, ESIC, PT, TDS etc.,
- Responsible for attendance processing in new training batch and maintaining the new employee's documents.
- Managing the process of Resignation/Absconding which entails counselling the employer and exploring possibilities of retention, obtaining clearances, and handling exit formalities.
- Handling complaints and grievance procedures.
- Conducting the RNR program each and Every month, Employee engagement activities.
- Preparing RAG and analyzing the employee's mindset and explaining about the job nature to them.
- Clients handling for hiring and audit.
- Maintaining employee information by entering and updating employment and status changes of data.
- Good Team player with ability to grasp new things quickly.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing and analyzing data
- Maintaining the records of the employee & Claim Register with all columns properly filled-up at the time of receiving claim
- Handling claims and the entire process of Claim settlements
- Maintaining Employee Database
- Quality check, supervising
- Guiding the employees to work in a time management.
- Recruiting, background verification of the employees.

### TECHNICAL SKILLS

- Microsoft Office
- V lookup
- H lookup
- Conditional formatting
- Formulas, shortcuts
- Photo Shop (Basics)



### **CO-CURRICULAR ACTIVITIES**

Participated in National Level workshop in SRM Chennai.

Participated and won Prizes in Quiz competitions.

Participated and won the Tournament(Basket ball) at the Inter & graduation levels.

Conducted Management Events in College level and Event organizer.

### **PERSONNEL DETAILS**

Father's Name: Mr. Manoharan A

D.O. B: Oct 10<sup>th</sup> 1996

Languages Known: English, Tamil, Malayalam, Kannada

### **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.