

# Sathish Kumar P

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Human Resources Generalist with 6+ years of experience in HR Operations and fulfilling organization staffing needs. In depth Understanding of Payroll Processing, HR Policy formulation and implementation, Performance Management, Statutory Compliance, and Exit formalities. A Team player with excellent communication skills, high quality of work, self-motivated and known for confidentiality.

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## Experience

MAY 2015 – PRESENT

### Senior Executive – Human Resource – ProV Infotech Systems Pvt Ltd.

- Handling complete End to End HR Activities from Pre recruitment to Post recruitment, Performance management, Employee Engagement and Retention.
- Offer Negotiation, preparing offer Letter, candidate follow up, and update the same to the respective teams and tracker updation.
- Handling End to End vendor management, third party agreements / contract renewals.
- New Joiners Induction & complete orientation for all the new hires across south India.
- Handling India & Sri Lanka onboarding, off boarding and complete orientation of policies and etiquettes.
- Completely handled medical insurance for India & Sri Lankan employees, from vendor finalizing to till reimbursement claims.
- Generating Employee ID, Time Sheets access and LMS access to new hires.
- Updating New hires details in all digital and hard copy of human resource file management.
- Identifying training & development needs within an organization through job analysis, appraisal schemes and regular consultation with Managers / Delivery Heads.
- Handling Statutory compliances like, Labour Law document maintenance, Welfare fund payment, maintaining the Forms and presented for the Statutory Audit.
- Managing EPFO registration, PF transfer and other employee PF related queries.
- Handling complete Exit process from resignation / retention, exit interview, Separation agreement, full & final settlement and issuing relieving and experience letter, and addressing Ex-employees background verification.
- Completely work on PMS and Increment Cycle, in getting assessment forms filled from employees and reviewed up the respective heads.
- Handled complete appraisal process from assessment to issuing Increment letters and updating the structure the finance team for projection.
- Overseeing all activities pertaining to time office that includes monitoring attendance, In & Out timings, Weekly & Monthly Attendance & Leave balances. Addressing queries related to Salary, Leave, pay slip etc.
- Completely worked on the ISO Audit and CMMI Auditors on HR front and presented for the documentation for Audits.
- Handled and organized various employee engagement activities, festive celebration, and sports activities within the organization.

SEP 2014 – MAY 2015

**HR Business Partner – Axis HR Consultancy Pvt Ltd.**

- Streamlined HR efficiencies, coordinated new hire orientations and provided on boarding and training for new employees.
- Conducting full life cycle recruiting of potential resources of talent for internal needs, and on boarding new employees.
- Collaborated with legal and compliance teams to review paperwork.
- Engaged employees and conducted exit interviews to gain complete sense of satisfaction and areas in need of improvement
- Knowledge on time office and payroll management.

JUNE 2014 – SEP 2014

**Research Associate – Institute of Financial Management and Research (IFMR), Chennai.**

- Gathered, arranged, and corrected research data to create representative graphs and charts highlighting results for presentations.
- Helped team meet regulatory requirements by coordinating documentation and filings.
- Organized paperwork, including participant-informed consent waivers and research scope documentation.
- Set up equipment, organized inventory and maintained facilities.

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## **Skills**

- Recruitment • HRIS Software • Team player • Excellent time management skills • Conflict Management
- MS Office • Training & Development • Payroll • Insurance

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## **Education**

APRIL 2014

**Master of Arts. Development Management – Madras School of Social Work, Chennai.**

APRIL 2012

**B.Com Corporate Secretaryship – Loyola College, Chennai.**

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## **Activities**

Musician • Gardening • Games • Travel