

RAMESH SHA K

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D-154, R.V Nagar,
Anna Nagar East,
Chennai,
Tamil Nadu
India-600102

CAREER SUMMARY:

Responsible for handling the entire Hire to Fire process in the Human Resources Management as Senior HR Associate with 5+ years of professional experience.

EDUCATIONAL QUALIFICATION:

✎ Bachelor of Computer Application – (2011-2014).St. Thomas College of Arts & Science, Madras University, Chennai, Tamil Nadu.

WORK EXPERIENCES:

POSITION- HR/ ADMIN ASSISTANT

Worked in Root Canal Foundation -Chennai from (July 2014- Jan 2016).

POSTION – HR PAYROLL ASSISTANT

Worked in Blue Beach Tech. Cont- Sharjah, UAE from (Jan 2016 – October 2016)

POSITION- HR/ADMIN SENIOR ASSOCIATE

Worked in PKC Management Consulting - Chennai from (November 2016 – June 2019)

POSITION- HR - SENIOR ASSOCIATE

Working in ICM Logistics Pvt.Ltd - Chennai from (June 2019 – Till date)

KEY SKILLS

- General HR & Administration
- Recruitment / New Hiring Process
- Record Maintenance
- Monitoring the overall Induction, Joining formalities
- Payroll and Benefit administration
- Statutory Compliances
- Settlement Process
- Exit Formalities

RESPONSIBILITIES:

1. General HR & Administration

- ❖ Taking care of general admin activities like security, housekeeping, guest accommodation, telephone, logistics and other day-to-day activities.
- ❖ Organizing Staff activities on monthly basis/ conducting soft skill training
- ❖ Ensure the quality of procurement of employees welfare items like safety shoes, helmets etc.,
- ❖ Motivating staff and maintain cordial relationships with peers, executives and clients.
- ❖ Budgetary control for all Administrative expenses.
- ❖ Managing the Meetings, Festival Celebration, Closing Party and Employee Send Off Party

2. Recruitment Processes

- ❖ Recruiting the candidates through Employee Referrals, Campus Drive, & Consultancy.
- ❖ Sourcing, Screening & matching the Profiles based on the requirement.
- ❖ Self-involvement in preliminary telephonic and personal interviews with candidates to ascertain their competencies, skills and aspirations (positions, salary, and relocation aspects Etc.)
- ❖ Interview finalization and to keep a track on selected candidates with joining date and updating to the management.

3. Record Maintenance

- ❖ Maintaining current HR files and databases
- ❖ Updating and maintaining employee benefits, employment status, and similar records
- ❖ Maintaining records related to grievances, performance reviews, and disciplinary actions
- ❖ Performing file audits to ensure that all required employee documentation is collected and maintained
- ❖ Performing payroll/benefit-related reconciliations
- ❖ Performing payroll and benefits audits and recommending any correction action
- ❖ Completing termination paperwork and assisting with exit interviews

4. Monitoring the overall Induction, Joining formalities & Settlement Process

- ❖ Taking Care of employee database
- ❖ Responsible in drafting offer letters, appointment letters, confirmation letters, relieving Letter and experience letters.
- ❖ Helping the new joiners understand the policies and procedures and helping them to Settle down in the company.
- ❖ Monitoring relieving procedures and settlement considering exit forms, No due certificates and the amount due from the employee.

5. Payroll Process

- ❖ Ensuring the pre-payroll Software like Daily Attendance, leave letters, Swiping card missing, CL, PL, SL, LOP
- ❖ Generating Salary Process and Getting the Check sheet of Salary from Payroll Software
- ❖ Generating the salary slips
- ❖ Responsible for the disbursement of salary by Bank, Cash & Cheque.

6. Statutory Compliances

- ❖ Arranging the allotment No of EPF & ESIC for New Employees
- ❖ Making Payment activities for
 - EPF
 - ESIC
 - Professional Tax
- ❖ Employees Gratuity Settlement

7. Exit Formalities

- ❖ Getting Resignation Letter from concern employees
- ❖ Exit Interviews with the resigned employees to gauge the cause & Attempt to retain them
- ❖ Coordinating full separation process & Feedback to management
- ❖ Providing the Reliving letter to the concern employees
- ❖ Preparing and Issue the Full & Final Settlement, Gratuity and Service Letter to the Resigned employees after getting the company belongings.

PROFICIENCY IN COMPUTERS:

- ❖ MS-Office (Word, Excel, PowerPoint)
- ❖ Internet Concepts
- ❖ Basic Networking

SKILLS SUMMARY:

- ❖ Innovative
- ❖ Self-Motivated
- ❖ Can Perform Well Under Pressure
- ❖ Strong Communication Skills
- ❖ Beliefs in Achieving Team Goals

PERSONAL DETAILS:

FATHERS NAME : D. Kumaravel
DATE OF BIRTH : 07.04.1993
SEX : Male
MARITAL STATUS : Unmarried
NATIONALITY : Indian
PASSPORT NUMBER : M0003056
LANGUAGES KNOWN : English, Tamil, Hindi, Swarastra and Urdhu

DECLARATION:

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

(RAMESH SHA K)