

K Gopinath
No 10, G2, Sun Udayam Apartments, SBI Colony,
Thirukural Extn St, Chitlapakkam, Chennai – 64
Date of Birth: 23 March 1983

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HUMAN RESOURCE GENERALIST / ADMINISTRATION PROFESSIONAL

Seeking to be part of a reputed growth organization & contribute effectively to its development by valuable hard work, sincerity and technical expertise thereby resulting in realization of business objectives.

CORE COMPETENCIES

Talent Acquisition	Performance Management	Employee Engagement
Succession Planning	Reward Management	Exit Management
HR MIS	Job Description Scripting	Office Administration
Personnel Administration	Training	Contract Labour Management

ASE STRUCTURE DESIGN PVT LTD

July 2018 to October 2018

Manager – HR & Administration reporting to Managing Director.

The company is involved in providing engineering design service to Telecom, GIS, Architecture projects and Industrial Projects.

Handled the HR and administration department with a team of 4 employees.

Responsibilities:

Talent Acquisition, Induction and Functional Training.
Employee Database and MIS.
Performance Management
Employee relations and Welfare programs
Training and Development
Succession Planning
Exit Management
Payroll, settlements and allowances payments
Shift Operations
Office Administration
Statuary Compliances

GMMCO LTD***April 2008 to January 2018*****Senior Manager – HR** reporting to Executive Vice President - HR

The Company is involved in Sales and After Sales Service for Gensets, Engines, Cranes, Earth Moving, Construction, Mining and Material Equipment's.

Responsibilities:

- ✓ Handled the complete Manpower Planning & Talent Acquisition for all the four zones.
 - ✓ Developed an Employee Database and HR MIS Process.
 - ✓ Supported the transfer / movement of employees to fill internal vacancies.
 - ✓ Created an Online PMS Systems and handled the entire PMS process – Confirmations, Goal Setting, Half Year / Annual Appraisal, Promotions, Distribution of Incentive and increment letters.
 - ✓ Monitored the Performance Improvement Plan for Non-performers.
 - ✓ Conducted Employee Engagement and Appraisal Feedback Survey. Providing Action plans to improve the critical areas.
 - ✓ Designed / implemented a monthly Sales and Service incentive scheme and approve for payments.
 - ✓ Preparing Job-descriptions for the roles and positions.
 - ✓ Career Planning / Succession Planning for critical roles or positions
 - ✓ Conducted Exit Interviews. Submit the feedback to Business Heads and Head HR.
 - ✓ Personnel Administration – Employee files, Arranging ID Cards, Shoes, Uniforms, Salary Accounts, submitting data for Mediclaim and handling grievances.
 - ✓ Handled the administration of Contract labours through Outsourcing Consultant
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Kirloskar Constructions and Engineer Ltd***September 2007 to April 2008*****Executive – HR** reporting to General Manager – HR

The company is part of Kirloskar group of companies of Kirloskar Group and was involved in construction of Factories, Tunnels, Bridges and irrigation projects

- ✓ Handled the Entire recruitment and Personnel administration.
 - ✓ Monitor attendance and advising the salary for the employees joining in third party roles.
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AMRA Associates***July 2005 to August 2007*****Executive – HR** reporting to CEO

The consultancy was involved in providing the manpower recruitment services to various industries.

- ✓ Handled the recruitment for Construction, Manufacturing and Engineering Industries.
 - ✓ Monitor attendance and advice for Salary payments.
 - ✓ Calculating the incentive payments against the targets set and advice the same for payments.
 - ✓ Handled the Branch Administration.
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Educational Qualification

- ✓ MBA (HR & Finance) from Sathyabama Institute of Science & Technology in 2005.
- ✓ BCS from D.G.Vaishnav College in 2003.

Place:

Date:

K Gopinath