

Kiran Kumar P

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Career Goal

Looking for a high growth opportunity in organization providing a good working environment along with suitable opportunities of Professional development.

Areas of Exposure:

Induction, Training & Development:

1. Managed the induction for fresher and lateral hires, background verification for all lateral hires. Formed a hand-holding team with representation from recruitment, employee relations and the training team.
2. Structured a two-day induction module for all the new hires to have thorough understanding of the organization, their roles and responsibilities.
3. Ensuring that all Health & Safety guidelines and procedures are maintained and implemented.
4. Identifying training needs across levels required for different roles & analysis of existing level of competencies.
5. Scheduling, executing & evaluating training programs, collating feedback & coaching teams on skillsets.

Employee Relations and People Management:

1. Interact with the employees on weekly basis to build rapport and confidence.
2. Handle employee's day-to-day queries, grievances and issues.
3. Resolution of employees issues regarding compensation, joining, exit formalities and salary queries.
4. Implement systems / process covering joining formalities, monthly inputs to payroll, relocations, transfers, promotions, change in pay and separations.
5. Resolution of employee's issues regarding compensation, joining and exit formalities.
6. Implement rewarding, value-based and innovative People Engagement activities.
7. Manage employee motivation and morale through periodic team building, culture building events.
8. Implement Reward and recognition program.
9. Meets with employees on a regular basis, identify their concern and help resolve them.
10. Monitor unauthorized absence and take necessary action.
11. Implement Disciplinary process.
12. Organize fun and entertainment initiatives.
13. Assists the Operations Head in creating a nurturing, enabling, congenial and positive work culture.

MIS Reports & Administration Managements:

1. Responsible for maintaining the excel based HRMS for all employees and updating the same on a monthly basis.
2. Preparing and maintaining other MIS reports – Personal details, Leave record, Promotion details, Employee attrition details and segment wise reports.
3. Designing & implementing employee's attendance inputs for all location employees.
4. Process full cycles of end-to-end all attendance inputs.
5. Checking and finalizing attendance inputs and sharing mail to vendor for invoice processing.
6. Processing other reimbursement like, traveling reimbursement, working on incentive calculations, bonus calculations, etc., Based on inputs.
7. Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
8. Maintaining electronic and hard copy filing system.
9. Prepare and modify documents including correspondence, reports, drafts, memos and emails.
10. Creates and modifies various documents using Microsoft Office.

Employment History

- Have worked as Assistant Manager in **HCL Transport**, Chennai for 11 months between Oct 2010 – Sep 2011.
- Have worked as Deputy Manager (Operations) in **Vodafone Mobile Services Limited**, Chennai for one year between Sep 2011 – Apr 2016.
- Currently working as Manager in **Globe2Link Technologies**, Chennai since Apr 2016 to till date.

Academic Profile

- B.COM from Dr C V Raman University on 2013 to 2015
- HSC SSC from Board of Secondary Education on 2009
- SSC from Board of Secondary Education on 2007

Software Skills

- Experienced Office Package: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.
- Experienced Operating System: Windows 98, Windows XP, Windows 7.
- Knowledgeable in Web Designing Tool: Html, DHTML.
- Internet Applications
- Type Writing –English.

Personal Details

Father's Name : Yeliah P
Date of Birth : 30-Nov-1990
Hobbies : Surfing, Watching Cricket, Listening Music
Languages Known : Tamil, English and Telugu

Declaration

I hereby declare that the above-furnished details are true to the best of my knowledge and belief.

Yours truly,

(KIRAN KUMAR P)