 **RESUME**

**SUMA.R**

**Mobile No**:+91-8610028678

**Email ID**: sumarmba7@gmail.com

**EXPERIENCE SUMMARY:**

Total Experience of over 7 years 2 months from

1.Retail Industry 2. Engineering& software Industry 3.HR service industry, expertisein . A. Payroll processing Statutory compliance –ESI ,PF,TDS C.Softskill & Product training.

Experienced in implementing coherent HR strategies, improving internal processes and procedures with in a demanding environment, project deadlines and budgets.  
  
**PROFESSIONAL EXPERIENCE:**

**Company Name: Freelancer**

**Duration : Oct 2018-Present**

**Designation :Hr consultant**

**Company Name: Comply India Tech service Pvt Ltd,Bangalore**

**Duration : July 2018- sep 2018**

**Designation :CRM -HR Generalist**

**Roles and Responsibilities:**

ComplyIndia Tech service is the HR Service concern with 70+client in PAN India level,processing Payroll &Labour compliance around 20000 employee every month.

* Handling client queries from all location over India.
* Delivering the Client required report on time.
* Payroll processing ESI,Pf,PT& LWF on time.
* Labour record preparation and maintance every month &annual return of all industry (S &E,Manufacturing,Retail,IT,Hospitality& ITES).
* Handling and assistance in Showcase notice closure

**Company Name :KT Pvt Ltd,Madurai**

**Duration :May 2015- Feb 2018(2 years 9months)**

**Designation :HR Generalist**

**Roles and Responsibilities**

KT Pvt Ltd is a Retail Apparel concernand Franchise of Landmark Group &United Colors of Benetton. The work schedule involves the following Biometric Attendance report Preparation, verification for 5 locations over 90 employee.

* Salary Sheet Preparation- ESI/PF/TDS
* ESI/PF online Challan generation & payment
* ESI Temporary card ,Medical claim, Maternity claim Ensuring.
* PF Settlement - FORM 19,FORM 10C,FORM 10,FORM 5,FORM 10 A filling & verifying.
* Labour Registers maintainces:
* FORM R
* FORM Q
* FORM B
* FORM P
* FORM S
* Inspection Register.
* FORM V(National & Festival Holiday Exemption)filling.
* Fire & Rescue service License Renewal& record maintaince.
* Performance appraisal & Increment Report preparation
* Grievence Handling.

**Company Name :SwifterzTechnologies,Madurai**

**Duration:Aug2012- Oct 2014 (2years)**

**Designation :HR Generalist**

**Roles and Responsibilities**

**. Joining Formalities:**  
• Handling joining formalities of new recruits.   
• Conducting induction program and completing joining formalities for new entrants.   
• Co-ordinate with the concerned department for issuance of ID cards for employees.   
• Approving to generate email id for all new Joiners

**MIS Report:**  
• Verifying attendance on daily basis for all branches.   
• Verifying for status of Long leaves, absentees, absconders &resignees.   
• Maintaining the consolidated attendance of employees on monthly basis to payroll.   
• Maintaining databases and preparing reports related to Attendance, training etc. of employees on monthly basis.   
• Maintenance of Master Human Resource Information System.   
**Recruitment & Induction:**

1. Issuance of Offer Letters & Appointment Letters and other HR Letters like Relieving, and Experience etc.   
2.Responsible for Bank A/C opening process, Salary process, coordinate with related issues  
Publishing vacancies on the Internet and as per the responses received from prospects validating them for the available requirements.  
**Employee Engagement:**

1. Employee help desk, grievances and queries handling .

2.Reward and Recognition arrangement.  
3.. Employee Personal File Management   
4.. Taking HR rounds of interviews for the candidates   
**Statuary Compliance:**

1.. Preparing and Maintaining leave record of the employees.   
2.Assisting in maintaining salary on monthly basis for employees  
3.. Coordinating with all department heads.

4.ESI,PF form filling and Payment.

5.PF Transfer and withdraw proceedings.

6.Final Settlement.

**Company Name : Orbit Solutions,Coimbatore**

**Duration :July2011-July 2012(1yr)**

**Designation: HR Recruiter**

**Role and Responsibilities:**

**RECRUITMENT:**

**Intilazing**

Performing full life cycle recruitment

1. Requirement gathering

2.Sourcing

3.Screening

4.Scheduling discussion5.Closing

ACADEMIC PROFICENCY:

* Advanced Diploma in HR –Specialized in STATUARY COMPLIANCE-practically in BRIDGE HR, CHENNAI
* Proficient in MS EXCEL & MS WORD.
* MBA from Anna University, Coimbatore-specialized in Finance & Human Resource.
* BE from KLN College of engineering in BE-Electrical and Electronics EEE

**PERSONAL PROFILE:**

Father’s Name **:** V.Ranjitham

Gender **:** Female

Marital status **:** Single

Nationality **:** Indian

Languages Known **:**English, Hindi,Tamil.

Contact no :+91-8610028678

Mail id :sumarmba7@gmail.com

**DECLARATION**

Hereby, I declare that all the above statements are true to the best of my knowledge.

Place:

Date: (SUMA.R)