Greetings recruiter,

As I completed my MBA & Successfully working in corporate sector for past 10 years & I’m looking for a job opening in challenging Atmosphere at head of Human Resources Department (HRD) and I pleased you to go through with my Resume of Enclosed.

Thanks & Regards

Prabhu J

RESUME

J.PRABHU

MOBILE: **09688858296**

Email: [**prabhu\_hro@yahoo.com**](mailto:prabhu_hro@yahoo.com)

**Career Objective**

To undertake challenges, expand experience and seek opportunities to develop a career in Administration or general management, related to operations, strategy or similar situations. Apply diverse experience and knowledge to make a significant positive contribution towards the society and continue personal development to enhance career advancement potential & also to ensure the protection of health and safety of employees, the workplace & environment in the most possible best ways.

Present Employer – February 2019 to till date

Designated as – MANAGER – HR

**KORED INFRA TECH PVT LTD** – Tamil Nadu

Telecommunication-organization

Previous Employer – February 2017 to January 2018

Designated as – MANAGER – HR

**BALSAM ACADEMY** – Ranipet

Standardization BSSE – Organization

Previous Employer – December 2015 to January 2017

Designated as – Senior. Officer – HR

**LAPIZ – Ranipet**. (ISO & ISMS) Certified

International Organization Standardization and Information Security Management System

Unit of TCL group – Companies, Head Office Located at Chennai.

Previous Employer ­­- September 2013 to October 2015

Designated as – Executive HR

**OK PLAY AUTO Pvt Ltd** – Ranipet (ISO & TUV) Certified

Company manufacturer of automotive Components parts in Molding Process.

A Unit of OK PLAY INDIA Pvt Ltd located in Delhi.

Previous Employer **–** November 2010 toSeptember 2013

Designated as – Executive HR

**RAMIND COLD FORGED Pvt Ltd** - Chennai & Ranipet (ISO/TS 16949) Certified

Company manufacturer of automotive components parts & CNC machining center.

A Unit of INDIMET Group of Company.

**HUMAN RESOURCE**

* Analysis of manpower Requirement.
* Drafting ads, screening CV’s and maintaining records co-ordination with placement agencies
* Co coordinating in Recruitment & Selection matters
* Taking HR Round Interview & Salary negotiation
* Maintained Database and Personnel File   
  -- Prepared offer and appointment letters and annual track list of increments and confirmations of employees
* Responsible for complete joining and orientation Formalities of new employees.
* Wage compensation structure –administration, fixation & Negotiation.
* Prepared Job description for various positions.
* Training needs identification through Process of Performance Appraisal, organizational change. & Help of TNI
* Formulation of training calendar Taking inputs from various sources.
* Measuring effectiveness of training programs.
* Compliance/maintenance of systems/procedures in respect of training activities as per ISO Procedure
* Assisting in framing, analyzing and revising the existing HR policies
* Performance Appraisal:   
  -- Participated in yearly performance appraisal assessing and evaluation process through appraisal form system   
  -- Involved in final appraisal/rating after receiving the feedback  
  -- Involved in the supervision of the effectiveness of the system
* Co coordinating in Pay Roll Compensation, attendance & maintaining the Leave record of the employee
* Maintained resignation records, ex-employee dues; processed resignations with respective department heads;
* Processed the Exit Interview, full & final settlement and released Service Certificates after ensuring that the employees owed no dues
* Assisted in Office Administrative Work.
* Handling the queries of the Employee pertaining to the ESI, PF etc
* Involvement in the Welfare Policies like Anniversary & Birth day Gift Distribution, Reward & Recognition etc
* Liasioning capacities

**TIME OFFICE FUNCTIONS**

Prepare HR reports and presentations like Manpower reports, Overtime & late coming reports, Absenteeism Reports of on Roll and Off Roll Employees etc. and Preparation of MIS

Off Roll Manpower Management, this includes framing of contracts with a legal perspective and verification of wage bills etc.

Salary and Wages administration, which includes Salary advice, Overtime, Full & Final settlement and Mandatory compliance etc.

**PROFICIENCY**

* PTS (Performance Tracking system)
* Talent acquisition
* On boarding
* Developing and implementing policies and procedures
* Supervision of general administration.
* Meeting with staff frequently for smooth and safe work.
* Strong planning, organizational and team leadership
* Superior problem solving employees & employer
* Stupendous communication and presentation
* Confident and poised in interactions with individuals of all levels
* Proven ability to gather, collate and use data effectively
* Sound knowledge in manufacturing technology and process constantly updated on emerging technologies.
* Customer contract negotiation and deal structuring experience
* Strong in spoken & written English, Good and pleasant personality, Excellent in presentation, negotiation skills, sales concepts, strategies, and life cycle.
* Good Complimentary technical and commercial aptitude; fluency in describing technology.

**TRAINING AND DEVELOPMENT**

* Training needs identification through Process of Performance Appraisal
* Formulation of training calendar Taking inputs from various sources.
* Measuring effectiveness of training programs.
* Co-ordination with External Agencies for conducting Training Program

RESPONSIBILITES

**Daily Act up on**

Hospitality – organization

Attendance updating (Muster Role Form 25) for on roll Employee’s & Contract Labor

Updating & Maintain Employee information / Personal files Leave card, O.T, on duty slips etc..

Organizing Interviews & Finding the Manpower shortages Organization alternate.

Ensuring the Safety for Employees

Notice Board Updating Circulars, slogan, Motivation Quotes, Employees birthday wishes Best performers etc..

**Weekly Act up on**

Expenses’ of the Week spend & Find out Cost Reducing Area

Monitoring the attitude & getting feedback of Employees through the Department HOD’S

Shift schedule & Sunday work planning based on production Targets

Updating ESI & EPF of New Joiner

**Monthly Act up on**

Checking & Passing the contractors, Transport & Suppliers bills

Updating wages and O.T payments & maintaining the documents

Updating and Maintain records of Performance Review & contract Employee & On roll Employees data

Arranging the core External Facilities to audit for suggestion improvements

Medical fit certificate for all Employees & new joiner

MIS Reports submission

Eliminating / new recruitments actives and Statutory Issues

**Yearly Act up on**

Statutory half yearly & annual Returns to IF OFFICE & Register those

Submission the list of Holidays to IF OFFICE & Register those

Listing of the accident/Incidents reports of the year to short in future

Collecting feedback/Suggestion for Organization Developments

**Statuary**

* Inspector of Factories.
* Pollution control Depts. (HSPCB) 3. Fire Dept. 4. EPF & ESI
* CLRA (Contract Labor & Regulation Act) 6. Welfare board contribution 7.
* Liasioning with government authorities All the registers/documentation/monthly/ quarterly/half yearly/Annual returns as applicable
* Sanitary and health certification process
* Drinking water certification process
* Building structure certificate process
* ABDC – Certificate process

**Industrial Management**

* ISO & TS related works
* OPL, SUGGESTION & KAIZEN
* Housekeeping & 5S
* MIS reports
* TQM & TPM
* Process flow chart & Control plan,
* Failure Mode Effect Analysis (FMEA SYSTEM)
* Developing new Organization structure activities with invite ideas,

**Safety Management**

* Health & Environment safety management system,
* Accident investigation / Reporting
* First aid & Firefighting system
* Operating Machines & Tools handling safety
* Co-ordination with Disasters Management Team
* To implement & maintenance safety in Environment & working atmosphere.

**Safety Aim towards achieving Zero Accident**

1. Carry out regular & random safety inspection in plant
2. Maintain first aid box & weekly meeting of Safety Issue

1. Maintain & producing health safety environmental static’s
2. Inspection of scaffolding & fire related equipment
3. Preserve safe working environment & Conducting accident investigation

**Training Program Completed**

* FIRST AID (ABC & CPR) - CONNECTED BY ( AlEMA Technology Centre Educational ) - 2012
* FIRE FIGHTING – CONNECTED BY (USHA FIRE SAFETY an ISO 9001: 2008 certified company) - 2013
* INTERNAL AUDIT IS0 - 2014
* INTERNAL AUDIT ISMS -2016
* INTERNAL TRAINING PROGRAM – HOUSE KEEPING AND SECURTIY - 2017

**QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| TOOL & DIE MAKER | NETTUR TECHNICAL TRAINING FOUNDATION | NTTF | 60.00% |
| SHORT TERM COURSE IN CNC PROGRAMMING  & MAINTENANCE | VELLORE INSTITUTE OF TECHNOLOGY | VIT | 67.00% |
| BACHELOR OF BUSINESS ADMINISTRATION (BBA) | TAMIL NADU OPEN UNIVERSITY | TNOU | 63.00% |
| MASTER OF BUSINESS ADMINISTRATION (MBA) | INDIAN SCHOOL OF BUSINESS MANAGEMENT&ADMINISTRATION | ISBM | 70.00% |

**PERSONAL OVERVIEWS**

* Highly motivated & self-Driven
* Readiness to face challenges
* Comfortable in all Areas of HR
* Willingness to learn and grow mutually
* A good communication and strong team player
* Strong organizing capabilities & good at people skills
* Decision making abilities & strong believer in work

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Name | : Prabhu J |
| Father’s Name | : Mr. Janakiraman N |
| Date of Birth | : 06 – 11 – 1986 |
| Sex | : Male |
| Nationality | : Indian |
| Languages known | : Tamil, English, Telugu |
| Blood Group | : ‘A’ Positive |
| Phone | : 0 96 88 85 82 96 |
| Location : Vellore  : Chennai | N0, 465, TNHB Phase-1,  Arcot– 632 503,  Vellore Dt, TN,India.  N0 4a Shanmuga street arumbakkam Chennai - 600106 |

**Declaration:**

I guarantee you that my managerial & Technical skill & Experience will be distinctive competency resources to your organization

If you need any further clarification about my resume & I am willing to meet you

Thanking you in anticipation

Yours faithfully,

Prabhu J