**Curriculum Vitae**

**Govindan M**

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**OBJECTIVES:**

An Enthusiastic, Flexible and Self-disciplined individual seeking an opportunity to play a challenge and creative role with a Human resource Department with an Organization or repute.

**CAREER SYNOPSIS:**

* A competent professional with years of 3.5 experience in HR/ADMIN.
* I have experience in Payroll, Attendance, Admin, PF,ESI & MIS Etc.,
* Experience in handling Vendor Management & Outsourced Manpower.

**Total Work Experience:**

**3.5 Years in HR & Admin.**

* **2 & above Years of Work Experience in Simho HR Services Private Ltd., as Associate - HR from November 2016 to Nov 2018.**
* **Starboxes India Pvt Ltd., as Jr Executive HR & Admin. Jan 2019 to may 2020.**

**Roles and responsibilities:**

**Payroll:**

* Coordinating with the department heads regarding monthly employee’s attendance.
* Monthly attendance receiving from the department and consolidating attendance to payroll process.
* Verifying permission and on duty and permission slips for salary process.
* Monthly deduction cross verifying for salary process.
* Cross verifying the leave management (Bio metric) system with our attendance for payroll process.
* Finalizing the payroll process and share the same with Accounts team for salary release.
* Addressing Employees grievance like wages, Bio metric Punch's problem.
* Maintaining personal files and records for each and every employee in an orderly and confidential manner.
* Maintaining attendance, Addition & Deletion Data for salary process.
* Preparing Salary process, overtime, pay slip & PF, ESI deductions for staff and contractor labours.
* Monthly remittance of PF and ESI.
* MIS report preparing.
* Training and Development.
* Monitoring Relieving Procedures and Settlements.
* Taking Care of Complete Staff Data Base, Pay-roll processing with regard to labor laws.
* Employment Registration forms.

**Post Recruitment & Admin Activities:**

* Handling Joining Formalities which includes statutory nominations like PF, ESI
* Bank Account opening for New Employees.
* Issuing the Offer Letter and explain the salary details.
* Processing pay slips and issuing to employees.
* Overtime monitoring and taking necessary approval from the department head.
* Ensuring PF & ESI nomination, registration numbers & Identity Cards for all new entrants.
* Time office management.
* Planning manpower requirement in consultation with departmental heads and prepare daily manpower allocation report by verifying floor register and biometric attendance.
* Reporting monthly & Weekly & Daily MIS Report to Head HR(Manpower report, CL cost report, Admin report, Attendance report, Late Attendance Report)
* Ensure All safety and welfare provide to employees as per Factories act such as canteen facility, Ambulance, health checkup, Basic First Aid, Uniforms, Safety shoes.
* Vendor coordination like Contract Document Maintain, Bill collection, Payment follow up with accounts team.
* Contract Labours Attendance checking,
* Canteen management, Vehicle movement Maintaining.
* Maintaining Security & Housekeeping Attendance.
* Preparing CL cost Report to submit our superior on daily basis.
* Preparing Canteen cost Report to submit our superior on daily basis.

**Professional Training**

Advance Diploma in Human Resource (Core HR & Generalist Areas) with Payroll Management (End to end payroll management)

During my training at Ajax Consultants Bangalore.

**Projects (Academic projects):**

**PG Project-II**

Title : A Study on Employees Training & Development

Company Name : Titan

Location : Hosur

**PG Project-I**

Title : Bonding with Employees and Management

Company Name : GR Garments

Location : Indur

**Academic credentials:**

* **MBA** – HR & Marketing -Jayalakshmi Institute Of Technology - Anna University - **2015**
* **BBA** – Specialization - Annamalai University – **2012**
* **HSC** – Government Higher Secondary School – HSC Board – **2005**
* **10th / SSLC** – Government Higher Secondary School – **2003**

**Software Skills:**

* Packages - MS Office -Word, Excel, PowerPoint

- DCM, DCA

**Extra-Curricular Activities:**

* Photography – colors photo, Candid & Wedding Photographs
* Sports – All outdoor games , Volleyball, Cricket, Football

**Personal details:**

1. Father’s Name : C.Muniyappan
2. Date of Birth : 05.07.1988
3. Nationality : Indian
4. Marital Status : Single
5. Languages Know : English, Tamil
6. Permanent Address : Dhalavaihalli village &post,Indur via,
7. Dharmapuridt&tk,
8. Tamil Nadu- 636803.

**Declaration:**

I hereby declare that all the details given above are true to my knowledge and belief.

Thanking you,

Date: Yours Faithfully,

Place: (**Govindan M)**