**PRADEEP KUMAR D R**

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**Seeking Assignment in HR & Administration with an organization of repute**

**CAREER SNAPSHOT**

* A dynamic HR & Admin professional having 9+ yrs of rich experience in Human Resources Management and General Administration.
* Adept at people Management, end to end Recruitment, Sourcing Candidates, Screening, Salary Negotiation, Joining formalities.
* A keen planner with the flair for implementing innovative Strategies and HR & Admin interventions for accelerated growth of the organization.
* Adequate knowledge of statutory Acts as well as interfacing with regulatory Authorities.
* An enterprising leader with the ability to motivate personnel towards achieving organizational objectives and adhering to industry best practice.
* Currently employed with Aasaan Jobs private Ltd as “HR” – Chennai

**Management Skills**

* Excellent in Recruitment & Negotiation Skill.
* Sound judgment and Decision Making skills
* Strong influencing skills
* Achievement oriented Team builder
* Pervasive Communicator

**ORGANISATIONAL SCAN**

Since May 2017 Human Resources Aasaan Jobs P Ltd

Mar 2014 to Mar 2017 Assistant Manager – HR Siesta Hospitality Services Ltd

Dec 2010 to Dec 2013 HR& Admin officer ECIL

Aug 2007 to Oct 2010 HR Executive Apex Knowledge Solutions p Ltd

Mar 2006 to May 2007 HR Assistant Leela Scottish Lace P Ltd

**Key Result Area for HR:**

**Recruitment, Resourcing & Development**

* Planning human resource requirements in consultation with heads of different functional & operational areas and handling end to end recruitment from sourcing profiles, screening candidates, administering the relevant assessments, coordinating operations interviews, salary negotiation, joining formalities etc.
* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirement.
* Managing the functions pertaining to inductions, Training need identification, placement transfers.

**Performance Appraisal**

* Managing Appraisal process across the level – objects setting, driving appraisal cycles, running performance appraisal workshops.
* Coordinating in formulation & implementation of increment, incentive & other remuneration policies as well as devising and effectuating performance management systems.
* Establishing framework for substantiating performance appraisal system lined to reward Management.

**Statutory compliance**

* PF & ESI preparing the Monthly, half yearly & Annual Returns, Forms submission of Nomination & declaration, Labour Registers.
* Upkeep and maintenance of statutory Records under various labour statutes.

**Training & Development**

* Managing skill training operations involving training proposals, conducting training analysis & scrutinizing relevant document before sanctioning Training calendar.
* Supervising approval of training proposal & forwarding to top manager for final approval.

**Employee Retention**

* Managing employee’s centric HR operations & ensuring employee satisfaction by achieving delivery & service quality norms.
* Ensuring that highest service standards are maintained for servicing of employees and maintaining minimum turn-around –time.
* Building and maintain healthy relation with employees for cross selling various HR services and providing advisory services regarding development of employees.

**Welfare / IR**

* Managing weare measures, management – employee get together, team building etc. to enhance motivation level and productivity.
* Handling disciplinary matters and the courses of action to be taken and frame memos, charges sheets etc. and also organizing and holding enquiries and implementing disciplinary action.
* Negotiation on the issues like contract of demands.

**Personnel Management**

* Implementing policies for effective management of available human resources and development of human capital across the organization.
* Strategizing the long / short term direction by forecasting the future manpower requirement an designing plans for acquiring requisite skills and competencies.

**Key Result area for Administration:**

**Vendor Management**

* Dealing with contractors / vendor for AMC, office supplies etc.
* Coordinating & negotiation with vendor, obtaining quotation and processing of bills and updating the payments.
* Maintaining vendor files & records.
* Taking care of office supplies for department wise requirement.
* Asset management.

**Facility Management**

* House keeping Management
* Maintaining Pantry
* Security Management
* Dealing with landlord for any space requirement and interior work
* Optimum utilization of office space.
* Planning and budgeting for any modification required for the office facility including electrical **and chiller** work.
* Day to day physical supervision of entire facility premises and ensure everything is in order,
* Taking ownership to contact with landlord / vendors for any facility related issues.
* Safety &security management.
* Logistics support.

**Major Accomplishments**

**As Assistant Manager – HR**

* Supervised a team a unit, which consist of around 350 employees.
* Played a vital role in reducing the rate of absenteeism & increasing the productivity.
* Prohibited the formation if union workforce.
* Designed employee idea suggestion scheme and their by increasing the productivity.
* Actively participated in the management counselling committee and worked on salary increment.
* Reduced the rate of attrition within the short period.

**Academic**

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| Course | Institution | Year of Passing | Percentage |
| MBA | KLN COLLEGE OF ENGG | 2006 | 62% |
| B.Com | Vivekananda College | 2002 | 65% |
| HSC | A.V. Hr. Sec School | 1999 | 68% |
| SSLC | Sourastra Hr. Sec School | 1997 | 55% |

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| PERSONAL DETAILS  DOB : 03.04.1982  Gender : Male  Status : Married | FAMILY DETAILS  D V Ravindran (Late)  D R Bhanumathy | ADDRESS  20/10 B Kannaiya Shetty street  Venkatapuram, Ambattur,  Chennai – 600 053. |

Date:

Place: Chennai (Pradeep Kumar D R)