

Amirtharaj B

Permanent Address: Madurai, India
Mobile No : (+91)7010148682
Wts app No : (+91)8015350082
E-Mail Address : jennis4grace@gmail.com



CARRER OBJECTIVE

To add value to your organization with the help of my adaptability and my grasping power and to enhance my professional skill set in accordance with your organizational objectives.

AREA OF EXPERTISE

Statutory Compliances
Payroll Compliances
Recruitment
Compensation
Grievance
MIS
Problem Solving Strategies
Staffing
Training and Motivation
Labour Welfares
Resource & Development and
Performance Management

CORE COMPETENCIES

Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
Proficiency in manpower management & recruitment process entailing resume generation, screening and short-listing with appropriate compensation.
Merit of providing prompt resolution of employee grievances to maintain management-employee relations cordial.
Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams.
Successful at motivating staff through clear communication and outstanding organizational skills.

CARRER HISTORY

Work Experience

HR Manager

Hotel Femina (FSM Group)

Cantonment, Trichy-1.

From Dec 04, 2017 to Till now

- Managing the employees' welfare and grievances and short out the issues within a day.
- Handling the Bio Metric (ESSL), monitoring the timings in/out punch and sending daily MIS.
- Conducting Training and Development program
- Conducting First Aid and Fire Safety classes
- Handling EPF/ESI/P-Tax/Gratuity/Bonus/LWF
- Maintaining Registers/Notices and Returns under Catering Act.
- License Renewal and Registration
- Preparing the Duty Chart when the Concern HOD's taken the long days leave

- Organizing the Employee Grievance/Refreshment programs
- Cafeteria Clean and Food Check up
- Providing Meal Card and maintaining the data
- Recruitment and maintaining the data base
- Master Data/Records and Documents Maintaining
- Security Handling and maintain the Schedule
- Daily going rounds inside the premises and accommodation
- Grooming checkup
- Attendance, Leave Form and Leave Card Maintaining
- Implementing HR Policies

Executive - Personal

Aparajitha Corporate Services (P) Ltd., (TVS Group)

Rathinasamy Road, BB Kulam, Madurai, TN.

From Mar 23, 2015 to Nov 30, 2017

- Maintaining the Client Documents as confidential and secure
- Handling Major Clients like Bajaj, HDFC, John Deere, DSP etc
- Preparing Returns/Notices/Registers under Various Acts
- All the Returns/Notices/Registers submitted within the due date
- EPF/ESI/P Tax/LWF handling major clients like First American, Exide etc
- Every month Chelan was submitted within 10th
- Meeting the Labour Authority for submitted the documents
- Gratuity Registration/Settlements Maintaining the Registers.
- Bonus Registration/Calculation/Returns and Forms Maintaining
- Handling Pan India Labour Acts and Clients.
- Handling the Contract Labour Act

Assistant HR

Fortune Pandiyan Hotel (ITC hotel group)

Alagar Kovil Road, Race Course Road Madurai, TN.

From Feb 02, 2013 to Mar 21, 2015

- Maintaining the Attendance, Salary, Leave Register etc.,
- Organizing Employee Refreshment/Birthday Programs
- Handling Employee Compensation and welfare benefits
- Cafeteria Clean/Locker and Food Check up
- Handling Gratuity/Bonus/LWF/ESI/EPF
- Maintaining the documents
- License Renewal

HR and Admin Executive

Cogzidel Technologies

Simmakal, Opp. Duke Hotel, Madurai, TN.

From Jan 13, 2012 to Jan 31, 2013

- Recruitment and maintaining the data base
- Taking the campus interview in reputed colleges
- Maintaining the employees Documents
- Handling the employee grievances
- Checking Attendance and muster roll

TRAINING UNDERGONE

2 Month Major Project

- Meenakshi Mission Hospital, Near PRP Dippo Madurai, TN.

(Topic: A Study on Occupational Stress among the Nurses in Working Place)

15 days Summer Training

- MF Technologies, New Natham Road, Madurai, TN.

A Study on Employee Identification, Training and Effectiveness

Educational Attainment

Completed Post Graduated in Master of Business Administration
Madurai Kamaraj University, Madurai in the Year 2011-2013.

Completed Post Graduate Diploma in Labour Law and Administrative Law
Madurai Kamaraj University, Madurai in the Year 2013.

Completed Graduated in Bachelor of Commerce with Computer Application
S.P. Arts and Science College, Madurai in the year 2007 – 2010.

Completed HSC in the Year 2007
American College hr.sec.school, Madurai.

Completed SSLC in the Year 2004
Madurai Meenakshi Mat.Hr.Sec.School, Madurai.

Diploma in Desktop Publishing – 2004

Diploma in Prathmic and Madhyama – 1997 - 1998

Software Skills:

- Very Well Knowledge in MS- Word, Excel, Power point and Mailing.



Passport No – R9932160 (DOI – 5/4/2018. Ex. Date – 4/4/2028)



Carrier achievements:

- **“Effective Employee”** award received from fortune pandian hotel (Itc group), Madurai. (For solved the bonus issue from the labour inspector).
- **“Best Employee”** award **4** times received from aparajitha corporate limited, Madurai. (For completed the quarterly/half yearly and annual return (under pan India acts) earlier to submit before the due date).
- Chief Guest to Attended a live interview at **J tv, trichy**. For the topic of **“unemployment system”** conducted by Mr.Anand – Video Jacky.

Honorable Achievements:

- ✓ I am one of the honorable chief guests for **“PRADHAN MANTRI KAUSHAL KENDRA”** inauguration ceremony in **Trichy district** with **shri K.N.Nehru - (MLA), Tiruchirapalli west assembly** and **shri S.Thirunavukkarasar - (MP), Tiruchirapalli Lok Sabha Constituency**. Here I have received shield and awards from these chief guests for motivational speech and placement. (Conducted by **Jeyaram educational trust, Trichy**).
- ✓ I am one of the honorable chief guests for **“PRADHAN MANTRI KAUSHAL KENDRA”** inauguration ceremony in **Ariyalur district** with **shri Thol.Thirumavalavan - (MP), Ariyalur Lok Sabha Constituency**. Here I have received shield and awards from this chief guest for motivational speech and placement. (Conducted by **Jeyaram Educational Trust, Ariyalur**).

References:

Mr. Suresh Kumar – AGM
Hotel Femina
Mobile: 8248363382.

Mr. Madurai Veeran – Accounts Manager
Sangam Group of Hotels
Mobile: 9500955123.

Mr.Karthikeyan – Manager
Aparajitha Corporate Service P Ltd.,
Mobile: 9994787672.

Mr. Vijay Anand – Training Manager
Fortune Pandian Hotel – ITC Group
Mobile: 9843523255.

PERSONAL INFORMATION

Name : Amirtharaj B
Gender : Male
Father Name : Balu M
Date of Birth : 29-May-1989
Marital Status : Single
Permanent Address : 172/D,R.R.Mandapam, Madurai, TN, India
Twitter : Amirtharaj B@jennis4grace
Linked In : jennis amirtharaj
Language : Fluent in Tamil, English
Partially in Hindi

Place:

Date:

(Amirtharaj B)