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|  | **mURALIDHARAN p mENON** |
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| C:\Users\user\Downloads\15129  murali .jpg | **CochinAddress: 1/218, Indeevaram, Cochin-683571** |
| +91 9048701245  muralimenon1967@gmail.com |
| **Linguistics Skills :** English, Malayalam, Tamil, Hindi | **Skype ID : santhumurali** |
| **Date of Birth :** 26/07/1967 | **Nationality :** Indian | **Marital Status :** Married|  **Passport No** : N 1202133 **Dt. Of Expiry** : 26.07.2025 |
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**Head–HR & IR Operations**

***Professional Summary:***

* Highly skilled, and accomplished HR & IR Administrator with diverse knowledge of provide administrating services in Major Manufacturing & Industrial Relations, seeking a position HR & administration to utilize my skills and abilities in a renowned health care center
* Resourceful and Proactive executive offering a decade of experience in India/Middle East in varied Business organization focused on Operations / Administration/HR & IR, Talent Acquisition.
* **Well-honed in office management skills; Multi-tasking capabilities with strong ability to plan, prioritize and manage complex projects under aggressive timelines.** Provide cost effective and timely administrative support to functional department thereby ensuring best operational efficiency & effectiveness with keen focus on customer service.

**PROFESSIONAL SKILL IN HR & IR MANAGEMENT**

* HR Department Startup, Manpower Planning, Pay Roll Management, HR Policies, Handling Employee’s rights & privileges Staff Recruitment & Selection, Interview, Orientation, Employee Relations, Benefits Administration, Disciplinary grievance handling, Training & Development, Performance Management, Handling Trade Union Issues. Organizational Development, Implementation of HR Forms, Maintaining personal record,
* Implementation of HR policies (Performance Appraisal, Compensation Management, Leave Policy, Travel Policy etc.) for bringing out the best from employees. - Responsible for maintaining harmonious & cordial **industrial relations** in the Organization.

**PROFESSIONAL COMPETENCIES (25 + years)**

* Head- HR & Operations - Medical Trust Hospital, cochin Since Sept 2016 still
* HR Head - at Augustun Textiles Mfg Co. Pvt.Ltd., Palakad, August 2011 to July 2016
* Sr. HR Manager at Elite Foods, Trichur -August 2006 to July 2011
* HR Manager at Vaishali industries (Holy Lama Naturals) Cochin May 1999 to July 2006
* Asst . HR Manager at Elames Trading & Contracting Co., Bahrain - August 1990 to March 1996

**ACADEMIC QUALIFICATION**

* Master Degree (MBA) - from the CUSAT in the year 1998
* Master Degree in Hospital Administration (MHA), Pune University
* Achieved Bachelor of Arts Degree in Economics from the MG University, 1988.
* Diploma in Advertising & Media Management
* ISO 9001-2000 Documentation & Awareness Program , NABH and Quality Control

**COMPUTER FAMILARITY**

* Knowing Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and Microsoft Outlook Express.
* Knowing Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP and Windows Vista. , Primavera 10.1 from EMITEC, Dubai- UAE

**CERTIFICATION / TRAINING**

1. Master Certification in Corporate Contracts - Indian Academy of Law & Management, (Aug,2016)
2. Supply Chain Management - Ministry of Medium& Large Enterprise, Government of India (Mar,2015)
3. Contracts Management & Document Controller**-** (3 Days Training, Dubai Municipality, 2008)

**HUMAN RESOURCE & INDUSTRIAL RELATIONS**

Managing a Team of HR professionals to create a dynamic working environment for multicultural workforce. Establish the complete infrastructure with the Human Resource Department. Managing overall provision of HR services, policies and programmes for entire organization. Prepare an HR Policy manual based on the business goals, mission & vision of the organization and initiatives to prepare job descriptions, scrutinizing Resumes, conducting interview as location base, recruit staff and organize a suitable compensation and benefit structure. Captivating interview assessment status, Analyzing, group discussion with concerned department heads – Finalization and decision making, stimulating the endorsement from top level management for issuing offer letter for placing – Responsible for all administrative matters within the department and organization through HR related issues ideally bring at Management level

Responsible for manpower planning, placing – planning for project personnel needs for each department through various method – motivation and retention – create an employee reward and recognition plan – compensation and benefits, develop and maintain a salary structure through surveys and comparisons, develop a grading system – maintain records of salaries and benefits. Work directly with employees or with management on issues

**Duties & Responsibilities**

To keep the smooth relations with union ( If union is there) 2- Take the regular meeting of the Works committee 3- Negations while Agreement. 4- To keep industrial Disciplines: 5- Issue the letters to late coming, absenteeism, suspension etc, 6-To handle legal issues

Manage Public Relations - Liaison with various Departments, Media and Press. • Ensuring smooth relations with concerned authorities and other related departments - Representing SECI in required forums, Meeting and inviting Health Authority and other department officials, entertaining Guests. • Managing Visitors - Accompanying visitors, identifying escorts. • - Take all necessary action with various departments for the adherence and connect with staff to know first-hand about their problems and suggestions. Authorize concessions to staff , if found necessary • Manage Volunteers. Day-to-day operation of factory and organization. To coordinate the actions of all departments. Liaisons among governing boards, staff and department’s heads. Organize, direct, control and coordinate day to day matters and employee relations to policies set by a governing board of trustees, Recruit, hire and evaluate assistants, and doctors duty - Plan budgets and set rates for services, and conducting regular meeting with HOD.

**General Management**

* In charge of organizing, prioritising and delegating tasks effectively in – Staff Management / Facilities Management / Front Office Management / Client Marketing / Organizational Goal Setting / Equipment Purchasing / Office Stationery. Maintain all client documentation / Fiscal documents. Prepared and outline responsibilities for department staff, Assisting in PowerPoint presentation for lectures, coordinate floor staff ensuring excellent client service. Doctors and Staff Recruitment.
* Monitoring and organizing managerial services for Communal Health Care Administration. Managing health care, financial aids and hospitalization for the needy, low-income, and poor patients, with reliable insurance and proper service. Troubleshooting empl oyees & common organizational problems and conflicts. Determining policy issues; increase information and documents for budget and estimation proposals and expenses control. Managing over all operations, control, man management, finance, admin, HR, services, internal control, profit centre head, public relations, medical services, profit centre head, with good communications, services/ purchase/ Human Resource management, Negotiation Mediclaim with Insurance & TPA
* Positive in approach and able to work in a true team environment • Ability to work within a matrix across service boundaries • Ability to relate professionally and positively with patients, care givers, staff, direct repartees and Patrons •.Existing healthcare conditions and their potential impact on the Hospital’s policies and operations and, in collaboration with leadership council develops the short-term and long-term strategic plan for the Hospital and its offered services. • Ensures the strategic plan is articulated both internally and externally, and effectively delegates key activities to ensure timely execution of the strategic plan initiatives

**Core Area Administration**

Succeed the top line numbers and bottom line numbers as decided in the Annual Business Plan Ensure smooth relations with MHQ - Attending CEO / CMO meetings, replying to mails of leadership council, providing information as required by leadership council . Conduct Monthly Review Meetings- Chair MRMs and call for adherence of targets • Ensuring quality of service from Contract Labours - Monitoring performance and annual performance assessment

Planning, organizing, directing and controlling all resource departments and services of the center, including personnel, financial, facilities, equipment and supplies. Administers the center's total budget and actively participates in planning with all senior health center and government Authorieties. Responsible for developing and directing the implementation of policies and programs in the resource departments and services of the center. Acts as chief advisor to the Managemnt in development and implementation of center's programs, policies and procedures. Promotes and maintains effective public relations with governmental and community agencies and individuals. Performs other duties as assigned.

* Office and benefit administration, pay role processing calculation of wages, overtime and deductions to ensure compliance of policies and procedures – maintaining of office supplies, stationary control, greeting guest relation – ability to meet deadlines and multi task daily priorities providing significant attention – Exceptional organizational skills are essential in the daily prioritization of work responsibility.

**Legal & Vendor Management**

Experienced with legal matters in preparation of formal documents such as purchase agreements, deeds, and leases related to the real estate sale process. Oversaw property closings & procedures.

Prepared purchase orders and invoices. Negotiated with various vendors to secure a favourable deal. Established and maintained effective vendor relationships Managing a team of professional suppliers - Material Replenishment and Supplier Performance. Controlling the purchasing budget, developing sourcing strategies.

**MURALIDHARAN P. MENON**