

## INDU MATHI M

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### || Abstract of Work Experience

- An ardent learner and consistent performer with around 8+ years of work experience in Human Resource Management entailing, HR Operations, Talent Management, Talent development, Onboarding & Orientation, Training and Development, Rewards & Recognition, Payroll Administration, Statutory Compliance and Recruitment.
- Designing training materials and developing evaluation assessments for conducting Gap analysis.
- Proficient in creating standard operating procedures (SOP) and Company Policies.
- Managed client facing role and provided business partnering for sales team.
- Strategic architect in the development of innovative HR initiatives to streamline processes and capitalize on organizational growth opportunities
- Collaborate with Business Heads to obtain Performance rating, Increment Inputs, Study salary parity and Implement increment changes for the employees.
- Possess skill in operating HRIS, feeding employee onboarding data, provide payroll inputs and handle exit formalities of employees.
- Implementation of HRIS Wallet HR, preparation of modules which impact the HR Functions for the development.
- Adept in handling provident fund, ESI, Medical Insurance and Compensation & Benefits related queries.
- Consistent Learner of Statutory Compliance and Training and Development related Matters.

### || Key Areas of Exposure

Human Resources Information System	Policy/Strategy/Job description Formulation & Implementation / Training and Development	Performance Management System
Grievance Management	Statutory Compliance (Shops & Establishment, Factories Act)	Employee Lifecycle Management
Data Analysis / MIS	HR Operations	Employee Relations

### || Work Experience

Company Name	Designation	Periodicity
Pondy Oxides and Chemicals Ltd	Assistant Manager – HR	Since March'23 to till now
ADP India Pvt Ltd	Senior Process Executive	May'22 to November'23
Velammal Educational Trust	Assistant Manager – HR	December'21 to April'22
Orril Energy Services Pvt Ltd	Deputy Manager – Employee Relations	November'18 to December'21
GSH India Pvt Ltd	Manager - HR	September'14 to November'18

## Key Activities

### **Recruitment**

- Utilizing various channels to attract potential can include job boards, social media, networking and employee referrals.
- Reviewing resumes, conducting interviews, and assessing candidates' qualifications and suitability for the role.
- Making job offers to the selected candidates and facilitating the onboarding process to ensure a smooth transition into the organization.

### **Business Partnering**

- Managed client facing responsibilities for corporate and sales employees.
- Involved in end-to-end life cycle management of employees from entry to exit.
- Been a specific client SPOC and executed various initiatives such as Performance oriented culture, self-discovery, job evaluation.
- Involved in the performance appraisal process, facilitated the one-on-one discussion and finalization of rating, rolled out the annual revision letters.
- To partner with internal stakeholders and department heads and meet the HR requirements in alignment to the Business.
- Involved in addressing employees grievances and facilitated cordial working relationships.
- Under supervision, handled the compensation benchmark study for sales team and proposed salary revision.

### **Talent Development**

- Competency framework development for all functional, fundamental and behavioral competencies for all positions across levels.
- Competency mapping of all employees against the identified competencies and building the skill matrix of employees.
- Identifying skill gaps of employees and preparation of Training Need Analysis for the organization.
- Conduct job analysis and research to identify the key responsibilities, qualifications and competencies for each role.
- Composing of Successor Planning for all the employees in the Organization.

### **Training & Development**

- Preparation of the annual training calendar by prioritizing the training needs.
- Assessing various training and development options and making recommendations on the best choice.
- Preparation of training documents in accordance with ISO norms.
- Liaising with external trainers and in-house facilitators for conducting programs.

### **HR Strategy & Planning**

- Responsible for creating the Job descriptions for all new and existing positions across organization.
- Formulation of Policies and Procedures for the organization.
- Developing the content for induction programs across locations.
- Conceptual HR Framework for providing clarity on HR Objectives.
- Implemented module on Behavioral interviewing technique for Recruitment process.
- Developing the new Integrated Management System (IMS – ISO) manual and procedure.
- Developing the new forms and templates in accordance with ISO standards.
- Handling college interns and ensuring the successful completion of internship. Handling the documentation and preparation of certificates.

## **Performance Management**

- Conducting probationary appraisals and evaluations.
- Responsible for coordinating the entire PMS cycle which includes facilitating face-to-face reviews with employees in the presence managers and setting specific performance expectations for the upcoming year.
- Emphasize the recognition of employee excellence, areas of improvement and learning opportunities through continuous two-way discussions, while also identifying any performance barriers.
- Collection of inputs from Managers & incorporate recommendations as part of performance management and compensation.
- Setting the KPI, KRA, individual objectives and competencies for all the employees.
- Coordinate the employee Performance-Improvement-Plan process and ensure the development of the employee under PIP.
- Capture the training needs of the employees and link to the training calendar.

## **Employee Relation & Employee Welfare**

- Creating awareness about HR policies & procedures by conducting policy refresher sessions.
- Organizing health camps (General health check and Eye Screening).
- Conducting fun activities and sports events across the organization.

## **Payroll Management**

- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Processing of PF, ESI, PT, Gratuity, LWF and Income Tax.
- Submission of Half and Annual returns of statutory compliance activities as needed for Shops & Establishment and Factories Act.
- Monthly MIS preparation and publishing HR dashboards containing metrics pertaining to recruitment, attrition, payroll cost, administrative cost, and expenses.
- Handling queries related to payroll.

## **HR Operations & Administration**

- Preparing offers with salary fitments across all the levels taking into consideration compensation bands.
- Handling the onboarding process and providing necessary facilities to the employees.
- Responsible for Issuance of Offer, Appointment, confirmation, service, relieving, promotion, increment & internal job movement letters and maintaining records of the same.
- Creation of employee code for the units and maintenance of Masters.
- Ownership of updating and maintaining employee data in HRMS.
- Conducting exit interviews & feedback analysis.
- Monitoring attendance and leave of the employees.

## **|| Education ||**

- **2018: MBA –HR** from PULC, Pondicherry University
- **2014: B.E. (ECE)** from Prince Dr K Vasudevan College of Engineering & Technology
- **2010: 12<sup>th</sup> (Matric)** from Everwin Matriculation Higher Secondary School, Chennai
- **2008: 10<sup>th</sup> (Matric)** from Kings Matriculation School, Chennai

## **|| Personal Details ||**

**Date of Birth:** 09<sup>th</sup> of January 1994

**Languages Known:** English and Tamil

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