

Cover Letter

RE : Application for Human Resource Management & Administration

Dear Sir/Madam,

- ✧ As a young, motivated individual I am extremely interested in submitting an application for the Human Resource role in your esteemed organization.
- ✧ In responding to the specific requirements of this position I would like to highlight how my experience can demonstrate my ability to meet each of these.
- ✧ **Exceptional communication skills:** Articulate communicator who understands the different communication styles required when working with colleagues or consultants.
- ✧ **Previous experience in HR, Operations & Admin:** Overall Nine years of experience worked with different organizations & presently working with Shiva Taxyarn Limited (Bannari amman group of companies).
- ✧ Recruitment, Performance evaluation & Employee engagement activities are major role of my duties
- ✧ April 2009 I completed my Master's degree in Business Administration.

Above and beyond my experience and capabilities I have been commended for my high level of interpersonal skills and my naturally engaging personality. My motivations include learning new things, challenge of meeting the needs of an organization and ensuring high-quality outcomes.

I would appreciate the opportunity to meet with you to discuss my application and this position in more detail at an interview. I can be contacted at all times on the details provided below.

Thanking you in advance for your time,

Saranjith Chandran

RESUME

SARANJITH CHANDRAN
Email: saranemails@gmail.com

Ph: +91-9943058531
+91-8072345338

Career Objective

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills.

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Seeking a position at where I can maximize my 9+ years of Management, HR, Operations, and Admin experience.

Experience Summary

Over 9+ years of experience in Recruitment, Employee Appraisal & Engagement & all HR related activities, Admin & Operations.

Currently working with

- **Shiva Texyarn Ltd as Assistant Manager - HR from July 2019 onwards**

Skills

Recruitment, Employee Orientation, Performance Appraisal Management, Employee Engagement, Implement Policies and Procedures, Coordinate with top level management people for hiring process, Team Management, RCD, SOP's creation

Earlier Experience details are as follows

As Corporate HR & Staff Recruitment from September 2014 - July 2019

Company : Sharadha Terry Products Ltd
Role : Corporate HR
Location : Coimbatore
Reporting to : Vice President Corporate HR

Skills

Recruitment, Employee Orientation, Performance Appraisal Management, Employee Engagement, Implement Policies and Procedures, Coordinate with top level management people for hiring process, Team Management, RCD, SOP's creation.

Achievements

- ✧ Facilitated rebuilding of the organization's HR function and recruited through job portals referrals & direct walk-ins, which resulted in significant cost-savings.
- ✧ **Played a leading role in the organization, becoming recognized for the first time in the prestigious times by recruiting the right person for the right job.**
- ✧ Experience of negotiating and reviewing contracts with external recruitment partners, and streamlining the organizations recruitment strategy.
- ✧ Successful in completing Annual Appraisal for eligible employees within a month of every year.
- ✧ Employee engagement activities successfully done for the first time in the organization and keep holding every month.

As Asst Manager Branch Operations & Heading Branch HR from September 2011 to March 2014

Company : Vasan Health Care Pvt Ltd
Role : Operations Management/HR & Admin

Location : Chennai
Reporting to : Senior Vice President Operations

Roles and Responsibilities

- Evaluates or reviews evaluations of performance on all employees, effectively recommends hiring, promotion, disciplinary, and commendatory actions of all assigned personnel.
- Investigates problems such as working conditions, disciplinary actions and employee applicant appeals and grievances, according to circumstance provide guidance and recommendations for problem resolution to development officials and individuals.
- Continues training development programs for internal staff, meeting arrangement for all.
- Formulates and recommends program goals and objectives in all areas of employee relations.
- Maintaining HR registers & records of the branch.

Achievements

- ✧ Recruited all the vacancies through referrals & direct walk-ins.
- ✧ Played a leading role in the organization by taking care of day to day operations & HR activities.
- ✧ Handled all the patient's with utmost care and solved all the patient issues on time .
- ✧ Rewarded for achieving 41 lakhs a month with 50 lakhs target.
- ✧ Rewarded for maintaining the center with 5's procedures.

As Executive Branch Accounts & Heading Branch HR from January 2010 to June 2010

Company : SREE GOKULAM CHITS & FINANCE PVT LTD
Role : Accounts Department
Location : Bangalore
Reporting to : Branch Manager

Roles and Responsibilities

- Enrolling lead process.
- Handling Payroll & Employee Grievances.
- Maintaining Accounts Procedures of the branch.
- Cash Handling of all procedures.
- Maintaining employee records of the branch.

Asst IT RECRUITER - from August 2006 to February 2007

Company : NOVEL TEAM
Role : Asst IT RECRUITER
Location : Bangalore
Reporting to : Team Leader

Roles and Responsibilities

- Cold call and lining up the candidates for next round of interview if shortlisted by me.
- Arranging leads to the appropriate persons.
- Recruitment process for US based companies.

Educational Qualification

- MBA (HR and SYSTEMS) - KSR Business School, Thiruchengode 2009 – 74.89%
- BCom (ca) - SNMV College of Arts & Science, Coimbatore - 2006 – 57.7%
- HSS - Green Valley Matriculation Higher Secondary School, Kotagiri -2003 – 76.75%
- SSLC - Shanthi Matriculation School, Kotagiri - 2001 – 71%

Project Undergone

Summer Project : Internship training done in DOLLAR TEA INDUSTRIES (Industrial Department) Kotagiri

Final project : “A Study on Employee Management Relation” at NETWORK CLOTHING COMPANY – Tirupur

Computer Skills : MS Office

Hobbies : Listening to Music, Playing Football & Basketball and Cricket

Personal Details

Name : Saranjith Chandran

Father Name : A.Chandran

Sex : Male

Nationality : Indian

Marital Status : Married

Passport : Yes [H8251802]

Permanent Address : B.R Bunglow
Konnavaikoral (post)
Kotagiri 643-217
The Nilgiris

Date:15-08-2019

Saranjith Chandran