CURRICULAM VITAE

VIJAYAKUMAR. M

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## CAREER OBJECTIVE

Practices for the growth of the organization in competitive global market and aspire to make a career in **Administration & HR Manager,** where I can cope up with challenging tasks with innovative ideas.

## EDUCATIONAL QUALIFICATIONS

* M.B.A (Specialization- **HR)**  - Annamalai University, Chidambaram- 2012
* B.A Economics - Erode Arts College, Erode-2010

## Experience Summary

1. 3 years worked as a Cashier and Admin in KK Traders, Salem.
2. 2 years worked as a supervisor in Kumar Polycot Mills Ltd, Coimbatore.
3. 1 year worked as HR Executive in Craft Creations, Tirupur.
4. 2 years worked as a HR-Admin in Swarnambigai Group of Companies, Salem.

## RESENT EMPLOYER (Swarnambigai Group of Companies, Salem)

(Authorized Dealer for **Bajaj Motorcycles** and Authorized Dealer for **Ashok** **Leyland** Lcv commercial) Sales and Service.

**Manager (HR & Administration)** since 05th Mar 2021. Looking over entire administration of **Swarnambigai Group of Companies**, **1. Swarnambigai Bajaj** which Head Office is located at Dadagapatty Gate Salem, **2. Swarnambigai Motor** which Head Office is located at Mamangam, Salem, Tamilnadu. Overall control Two companies handling HR Management, only one person handled two companies with 9 branches. Legal Handling two companies, Drives two-way communication (between Managing Director and management). Direct reporting to Managing Director.

1. Swarnambigai Bajaj have **4** branches includes Salem HO, Omalur, Mecheri, Jalagandapuram.
2. Swarnambigai Motor have **5** branches includes Salem Ho, Namakkal, Tiruchengode, Attur, Mettur.

**Present HR Roles & Responsibilities are as follows: -**

* Overall, in-charge of the division looking after all HR related activities like - Induction - On-boarding of new employee, Performance Management -, Employee Retention, Training & Development, HR interviews, Compensation benefits, Exit formalities**.**
* Responsible for overall recruitment, including preparing job descriptions, analyzing job requirements and finalizing candidates. Design and implementation of sourcing strategy
* Recruitment, Induction & Training, Appraisals & Confirmations.
* Man Power Planning**.**
* Conduct initial round of interview and passing on the candidates to further interview rounds in co-ordination with the Departmental Heads.
* Continuous Follow-up with candidate and the Departmental Heads right from sourcing to final joining.
* Guide the team/colleagues to achieve the smooth working atmosphere.
* Overall checking of attendance, leave, Absenteeism & discipline.
* Monitoring overall Personnel, HR related works at H.O.
* Issuing of offer letters with due approval of M.D.
* Entire recruitment process for Head office as well as different sites
* Organize all activities for selection of employees.
* Stationeries management, Housekeeping Management
* Managing the time office- Attendance & Leave Management
* Administer and ensure timely completion the Performance Appraisal Assessment for employees on a yearly basis
* Responsible for Payroll Management, Performance Appraisals, General Office Administration, etc
* Responsible for Statutory compliances and accounting of PF, ESI, Insurance policies, etc
* Industrial Relations
* Employees Id card, Uniforms and Record Maintenance
* Monitors and tracks grievances and escalates appropriately as per process
* Conducts retention meetings and exit interviews.
* Handled Campus interviews

**Admin Roles & Responsibilities are as follows: -**

* Legal Relations
* Advocate follow up
* Any cases should be followed up by date wise.

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## KEY STRENGTHS AND MANAGERIAL EXPERIENCE

* Identifying Key Role Areas, Job Description & Key Performance Indicators by discussing with the HODs of all the verticals
* Designed the Performance Appraisal form for the organization
* Interacting with the Departmental Heads and understand the Manpower requirements
* Getting the Man Power Requisition Form filled by the Departmental heads Sourcing candidates from Job Portals and other references.
* Theoretical and practical knowledge of all HR concepts and processes including employee engagement, employee relationship management, change management.
* Dynamic personality, strong interpersonal skills, planning and organizing skills, service orientation, communication, computer proficiency.
* Social and emotional maturity, flexible and intellectual adaptability, teamwork and cooperation.
* Building and sustaining productive relationships with senior management employees in the business.
* Build sustainable long term mutually beneficial relationships with business partners.
* Team management and leadership abilities.
* Monitoring of movements of personnel, assessment of performance of subordinates.
* Proficient in grievance handling, disciplinary action & maintenance of harmonious employee relation.
* Securities functions handling and Security service handling Labour Management.
* Maintain professional relationships with all channels of recruitment, training and development.

# PERSONAL PARTICULARS

Date of Birth : 18 May 1990

Father’s Name : K. Muthu

Permanent Address : Sullimullur, Vellarivelli, Idappadi Tk, Salem Dt

Marital Status : Married

Linguistic Abilities : Tamil, English

Hobbies : Cricket, Chess

Place: Yours Sincerely

Date:

Vijayakumar. M