**VIJAY KUMAR. M**

**Mobile:** +91 9787050118

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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**. Recruitment, Induction & Training, Man Power Planning, Appraisals & Confirmations. Overall checking of attendance, leave, Absenteeism & discipline. Where I can cope up with challenging tasks with innovative ideas.

# PROFESSIONAL SUMMARY

* Offering nearly **8 years’** Administration & HR Manager, Various industry.
* Expertise in **On-boarding of new employee, Performance Management, Employee Retention, Training & Development, HR interviews, Compensation benefits, Exit formalities.**
* Specialist in **Responsible for overall recruitment, including preparing job descriptions, analyzing job requirements and finalizing candidates.** Design and implementation of sourcing strategy.
* 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**.

# EXPERIENCE SUMMARY

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

# CURRENT EXPERIENCE

**Swarnambigai Group of Companies, Chennai**

Manager (HR & Administration) - Mar 2021 - Present

## Units: Bajaj Motorcycles & Ashok Leyland

**Description:**

(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.

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

**RESPONSIBILITIES:**

* 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
* 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.
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**ADMIN ROLES & RESPONSIBILITIES ARE AS FOLLOWS:**

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

**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.

# EDUCATIONAL QUALIFICATION

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| --- | --- | --- |
| **Course of Study** | **Institute/University** | **Year of Passing** |
| M.B.A  (**Specialization- HR**) | Annamalai University, Chidambaram | 2012 |
| B.A Economics | Erode Arts & Science College | 2010 |

# PERSONAL PARTICULARS

Father’s Name : K. Muthu

Permanent Address : Sullimullur, Vellarivelli, Idappadi Tk, Salem Dt - 637101

Linguistic Abilities : Tamil, English

Hobbies : Cricket, Chess

Place : **Yours Sincerely,**

Date : **VIJAY KUMAR M**