

Angel Selvaraj

Process Executive
Generalists

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CORE STRENGTH

- Talent Acquisition
- Recruitments
- Selection & Negotiations
- Payroll Processing
- Statutory Compliance
- Employee Engagement
- Attendance Engagement
- Client Relationship
- Team Player
- Escalation Handling
- Interpersonal relationship

PROFILE SUMMARY

A competent professional with an overall experience of **about 6.6 Years** in **Recruitment,, statutory compliance, Payroll processing, Induction and,Employee Engagement, Attendance Management, Client Relationship Management and Team player.**

ORGANIZATIONAL EXPERIENCE



Adecco India Pvt Ltd.,Mumbai & Chennai **May 2011 - Oct2017**

Designation : Compliance & Process executive

Job Profile:

Key Responsibilities:-

- End to End Recruitment process from Trainee to Managerial level.
- Carry out the induction programme for new joiners.
- Identifying the training needs & organizing training programmes in co-ordination with internal or external faculties.
- Annual/Monthly/ Quarterly Returns -
Responsible for monthly returns of PF, ESIC & PT, and quarterly return of Employment exchange, half yearly return of MLWF, Form No. 2, Annual Return etc.
- Performance Appraisal, Performance Incentive Management: Assisting in KRA review, payment of KRA.
- Responsible for Exit Formalities / F&F Settlement.
- Responsible for Payroll Administration including Attendance and Leave Management system.
- HR_MIS Report Generation.
- Responsible for maintaining personal Files & Employee Data in various forms

1. Talent Acquisition/Recruitment & Selection:-

- ❖ Identify the manpower requirement of the company.
- ❖ Sourcing candidate's profile from Placement Consultants, Job sites, Campus Recruitment, Head Hunting, Professional Institutions, and Employee References etc.
- ❖ Short listing the relevant resumes based on the Job Description.
- ❖ Call relevant candidates and Conduct preliminary Interviews, organizing aptitude Tests & other round of interviews.
- ❖ Interview Rating
- ❖ Prepare offer letter to shortlisted candidates with Salary fitment.
- ❖ Conduct Telephonic Reference check for new Employee.
- ❖ Issue Appointment letter to new joiner at the time of appointment.
- ❖ Joining of New Employee
- ❖ Conduct Induction program for new Joining.
- ❖ Maintain Various Monthly/ Weekly Recruitment Reports.
- ❖ Maintain and Update Personal Files- Application form, Employee data form, Appointment Letter etc.

2. Statutory Compliance :-

- ❖ Registration, Amendment & Renewal of commercial establishments under Shops & Est. act, Contract Labour act, Gratuity act, etc
- ❖ Ensuring the display of Abstracts and Notices at client premises.
- ❖ Filling periodical returns & remittances under various legislations within time frame.
- ❖ Grievances handling and conducting enquiry for the employees regarding ESI & PF, Insurance
- ❖ Updating & maintaining all the abstracts, notices & registers under Shop Act, Minimum Wages Act, and Equal Remuneration Act etc.
- ❖ Monitoring the Updation of Statutory Registers on Stipulated time line.
- ❖ Ensuring Remittance of Statutory payments such as PF, PT, ESIC, MLWF on Stipulated time.
- ❖ Auditing for Contractors under Contract Labour Act.
- ❖ Submitting PF withdrawal & transfer claim to the EPFO
- ❖ Ensuring to Arrange ESI Camp
- ❖ Preparing Leave Registers
- ❖ Preparing Inspection documents
- ❖ Preparing MIS monthly report
- ❖ Ensure to give the Induction to new employees about compliance Filing PT monthly return
- ❖ Doing PF , ESI online remittance

3. Payroll Administration:-

- ❖ Collect the Attendance from Client
- ❖ Prepare the Salary workings
- ❖ Doing the entries in Ramp
- ❖ Taking the Approval from clients
- ❖ Raising the Invoice
- ❖ Doing payout
- ❖ Conducting the Open House meeting
- ❖ Preparing the offer Letter
- ❖ Preparing the Relieving Letter
- ❖ Filling the IT Declaration Form
- ❖ Arranging the Client meeting
- ❖ Preparing the Leave Records of associates
- ❖ Preparing the Bonus details of associates
- ❖ Preparing the CTC Revision details

SIGNIFICANT HIGHLIGHTS

- ✓ Got appreciations for working without any supervision.
- ✓ Got Appreciation and certificates from Client as well as from Superiors for closing the parole and payout with TAT.

EDUCATION

- ✓ **M.Com.**, Mumbai University, and secured an aggregate **65.1%**,
- ✓ **B.Com.**, Rajarshi Shahu College, Sion, Mumbai-- and secured an aggregate of **63.57%**
- ✓ **12th**, A.K.S. Girls Higher Secondary School, Tutucorin, Tamilnadu and secured an aggregate of **74.25%**.
- ✓ **10th**, A.K.S. Girls Higher Secondary School, Tutucorin, Tamilnadu and secured an aggregate of **84.6%**

PERSONAL DETAIL

- ✓ DOB : 12-06-1989
- ✓ Nationality : Indian
- ✓ Marital Status : Married
- ✓ Languages known : Tamil, English, Hindi
- ✓ Address : 19/7C, Vyrakudy
Erumbukadu (PO)
Kanyakumari Dist., - 629004

Date: -

Place: -

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