

## **M.Jayaraman**

No.6/8, Thiruvalluvar Street, M.G.R. Nagar,  
Orikkai Post, Kanchipuram, 631502  
raman\_kanchi@yahoo.com +91 9790293070

### **Objective:**

Innovative person seeks position offering opportunities for new professional and personal challenges. Self-starter with a positive, can-do attitude who is driven to learn, improve and succeed.

### **Experience**

**Uniworld Logistics Pvt Limited | HR & Admin Manager from 21<sup>st</sup> Sep 2020 to Present**

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#### ***Recruitment and Retention:***

1. Develop and oversee a recruitment process.
2. Review job advertisements prior to posting, screen CVs, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates and ensure that documentation is collected and recorded/filed.
3. Oversee all labour engagement for the country office and manage the new hire orientation and exit process.

#### ***Compliance and Record Keeping:***

1. Annually review the Personnel Handbook recommending amendments needed due to changes in local conditions or labour laws.
2. Manage timesheets for office, ensuring timely submission, approval, accuracy, and filing.

#### ***Compensation and Benefits:***

1. Monitor compensation - ensuring internal equity & compliance and benefits.
2. Facilitate job analysis and update job descriptions.

#### ***Payroll and Budget:***

1. Coordinate with Finance Manager in the preparation of monthly Payroll.
2. Advise Country Director on appropriate staffing levels and assist in budget preparation.
3. Review employee final payments for accuracy and compliance with labour laws.

#### ***Administration:***

1. Ensure smooth running of all administrative functions in the country office.
2. Supervise all travel and hotel arrangements for staff and visitors.

#### ***Training and Development and Performance Maintenance:***

1. Evaluate the need for employee training and development and make recommendations.
2. Oversee the coordination and implementation of annual performance reviews.

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### ***Employee Relations:***

1. Work with senior management to resolve employee relations issues pragmatically.
2. Investigate employee relations issues & work to ensure human resources related decisions are consistent and fair.

### **Hannu Knitters Private Limited Tiruppur | HR Manager from Feb 2020 to August 2020 (Due to Corona lost Job)**

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- Overall function related to HR & Personnel Administration
- Supports operations by supervising staff; planning, organizing, and implementing administrative systems.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Manage Payroll, Attendance System, Overtime issues, Staff Welfare
- Workers Accommodation, Skill development, Training and Safety programs.
- Recruiting based on different department requirements, organizing periodical training programs; maintaining a safe and secure work environment; developing personal growth opportunities.
- Prepare JD for staffs and assigns jobs and responsibilities for them.

### **Gumsung Solutions Private Limited Chennai | Manager HR & Administration from Jan 2016 to Dec 2019**

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- Supports operations by supervising staff; planning, organizing, and implementing administrative systems.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Arranging office & house hold furniture's with comparison and negotiation.
- Maintain office and camp facilities and standards
- Manage Payroll, Attendance System, Overtime issues, Staff Welfare
- Workers Accommodation, Skill development, Training and Safety programs.
- Recruiting based on different department requirements, organizing periodical training programs; maintaining a safe and secure work environment; developing personal growth opportunities.
- In charge of Purchase Department and procurement of materials.
- Manage housekeeping schedules and purchase materials for them.
- Manage security personnel and allocate duty schedules for them.
- Prepare JD for staffs and assigns jobs and responsibilities for them.
- Material Management system with inventory control.

### **Shapoorji & Pallonji Mideast L.L.C | Site Administrator Apr 2014 to Nov 2015 (Completion of Project)**

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- Responsible for Personal Administration and HR related activities.
- Processing Visa, Resident permit & Work Permit and renewal / cancellation etc.,

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- Vehicle distribution for site activities
- Achieves financial objectives by anticipating requirements, submitting information for budget preparation, scheduling expenditures, monitoring costs, and analyzing variances.
- Completes special projects by organizing and coordinating information and requirements, planning, arranging and meeting schedules, monitoring results.
- Accomplishes staff results by communicating job expectations, planning, monitoring and appraising job results, and coaching, counseling and disciplining employees, initiating, coordinating and enforcing systems, policies and procedures.
- Leave management tracking as per company policy.
- Verify and certify daily man-hour related reports
- Office and camp furniture and facility approval.

### **EMCO - Facility Management Company | Office Coordinator Sep 13 to Dec 13 (Shut Down Project)**

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- Know all current labor code requirements and make sure company adheres to these codes.
- Hire and train employees in their job according to company standards.
- Ensure that all employees complete all required training, know and understand company rules, and any security procedures.
- Proactively track sick days, personal time off and schedule all vacation for full time staff and make sure it follows company policy.
- Calculate and track monthly employee turnover rate and any other HR KPI requested by management.
- Make certain all employee files are organized and in compliance with company policy requirements.
- Make certain all discipline policies, procedures, and documentation is completed properly.
- Assist Management with various HR projects.

### **Institution: Velammal Vidhyashram Surapet Chennai | Administrative Officer Jun 11 to Dec 12**

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- Overall functions related to human resources & personal administration
- Transport management
- Meeting & Events arrangements
- HSE co-ordination and periodical inspection
- Maintaining Hostel facilities periodic visits and advise to wardens
- Procurement of office furniture's / stationers etc., in competitive price.

### **Kharafi National Kuwait | Secretary Sep 07 Dec 10**

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- Letter drafting, various memos, Processing Visa, Resident permits & Work permits for Expats and maintaining validity and apply for periodical renewal.
- Wages, Salary, leave record, Superannuation etc., preparation fortnightly/Monthly basis
- Organize welfare facilities, canteens arrangements
- Analyze the skills and qualities required for each particular job and develop job descriptions and duty statements.
- Organizing training programs.

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- Use a number of management information systems to record, maintain, plan and manage the organization's human resources.
- Provide advice and information to management and employees on personnel policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety program.
- Involve management employees and workers unions meetings to sort out problems result oriented.
- Take part in strategic management.

### **Fawaz Refrigeration and A/C Company Kuwait | Secretary Sep 04 to Oct 06**

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- Maintain the personal records of employees on matters such as wages, superannuation, leave and training, and prepare associated management reports.
- Use a number of management information systems to record, maintain, plan and manage the organization human resources.
- Determine staffing numbers, skills and needs to meet the organization's objectives.
- Analyze the skills and qualities required for each particular job and develop job descriptions and duty statements.
- Advertise staff vacancies, assess applications, interview applicants, administer selection tests, prepare reports and make recommendations to management about staff appointments.
- Assist employees with work matters, career development, personal problems and industrial matters.
- Arrange and conduct staff training.

### **Intertech System & Service Kanchipuram | Manager (Admin & Marketing) Mar 03 to Aug 04**

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- Licensing process function, periodical tax implementation etc.,
- Manage and coordinate all marketing, advertising and promotional staff and activities.
- Conduct market research to determine market requirements for existing and future products.
- Analysis of customer research, current market conditions and competitor information.
- Develop and implement marketing plans and projects for new and existing products.
- Manage the productivity of the marketing plans and projects.
- Monitor, review and report on all marketing activity and results.
- Determine and manage the marketing budget.
- Deliver marketing activity within agreed budget and Develop pricing strategy.

### **Education**

MBA – HR (First class)

BBA – Business Administration

Diploma in Co-operative management (First class)

### **Communication**

English	Read	Write	Speak
Tamil	Read	Write	Speak
Hindi			Speak

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Arabic  
Malayalam

Speak  
Speak

### Personal Details

Father's Name	K.Manickam
Mother's Name	M.Jayalakshmi
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