



M.VIGNESH

Email id:vigneshmechvic@gmail.com

Contact No:8667286112

Objective:

To work with an organization that will utilize my management, supervisory and administrative skills for mutual growth and success.

Work Experience:

Working as an Administrative Assistant HR in E.I.D. Parry (India) Limited, Nellikuppam unit from January 2016 to till date.

Job Profile :

- Maintained and ensured Confidentiality of all personnel, office and employment records
- Administered payroll information (Attendance, Over Time, Leave Details, Late Report, Permission Report, shift change Report, weekly Off Report , Monthly Pay slip Distribution , creating and distribution of ID Card for new joiners).
- Assisted in recruiting of new employees , Retainers and Apprentices
- Collaborated with the Head HR to meet and Exceed all initiatives
- On Daily Basis Monitoring the Head Count Details of Employees and Contract Labours
- Preparation of Employees Trainee and Probationary Orders
- Preparation of Retainers Appointment Orders and Renewal Orders.
- Handling the Employees Pre Separation and Separation Activities and Full and Final Settlements
- Supporting the HR-Head and Assistant HR-Head to Submission of Statutory Compliance on date
- Handling the Employees and Contract Labours EPFO Activities.
- Maintaining the Minutes of Meeting (MOM) of Union Meetings and their grievances
- Preparation of Month HRIS Report

- Supporting Assistant HR Head for Taking Disciplinary Action against Employees Late Coming, Absenteeism, Misbehaving, Abscond as per Standing Order.
- Supporting the HR-Head for preparing the Annual HR Business plan / Budget
- Preparation of Union based settlements 18(1) & 12(3)
- Preparation of Contract agreements yearly at the time renewal
- Preparation of Retirees, Resigned notice Orders and Experience Certificates.
- Monitoring the Factory Canteen Activities
- As a TPM Practicing company supporting the Education and Training Pillar Activities (Skill Matrix, Training Need Identification, Training Plan, Training Conduction and Effectiveness of Training time to time at each level)
- Supporting an Employee Engagement Activities
- Organizing the Factory events, Meetings, Functions and Celebrations with Proper Agenda.
- Handling College students Internship Orders and Certificates.
- Maintaining Good Rapport with Public Relations
- Update and maintaining company organizational charts
- Handling Audits like (FSMS, QMS, EMS, Bonsucro, etc.)

Education Background:

- MBA – HRM from Annamalai University Correspondence during the year 2019-2021 with **72 %**
- B.E – Mechanical Engineering from Anna university studied at Jayam Engineering College, Dharmapuri during the year 2010-2014 with **72%**
- Higher Secondary passed from St. Joseph's Higher Secondary School, Cuddalore with **78.4%**
- Secondary passed from St. Joseph's Higher Secondary School, Cuddalore with **83.6%**

Key Skills:

- Written and Verbal Communication Skills
- Presentation Skills
- MS Office
- Problem Solving
- Training
- Event Management
- Team work
- Organization
- Learning and Adaptability
- Analytical

Awards and Appreciations:

- Received Best Employee of the Month Award
- Received Appreciation from Top Management for Successfully Passed in TPM (JIPM Audit 1&2) for E&T Pillar Activities
- Received Appreciation for my contribution to get the Best Employer of the Award conducted by AON- Hewitt

Extra-Curricular Activities:

- Attended TPM (Education and Training Pillar) one day training in Carborundum Universal Limited, Chennai conducted by CII.
- Participated in Murugappa Group Cricket Tournament
- Event Photography in Factories important Functions and Celebrations.
- Participated in Group Cultural events

Hobbies:

- Playing Cricket
- Playing Table Tennis
- Playing Badminton
- Listening Music
- Reading Books
- Meme Creation

Personal Profile:

Father's Name	: Mr.P.Mohan
Date of Birth	: 23.02.1993
Languages known	: Tamil and English
Address for Communication	: No-603.Main Road, Keezhpattampakam Nellikuppam, Cuddalore district-607105

Place : Cuddalore

Date :

(M.VIGNESH)