

**R.Kaviarasu**

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### **Carrier Summary:-**

Started my career as Jr Officer - HR & Administration from 2019, and elevated to various levels in HR departments of some of the good companies. For the past one decades above independently handling the HR and Admin department with legal back ground. Can able to handle any type of situation of the HR department of medium scale industry. With erudite knowledge in all functions of HR, can able to administer independently HR department of a medium sized company. A consistent performer with vision to fulfill the organization goal.

### **Human Resource Management & Personnel & Administration:-**

◆ Personnel Management activities such as Time Office Management, Payroll, Administering salary advance & Loan Payment policies and subsequent deductions from salary. Canteen management, Security Service & Facilities Management. Engagement of Contract Labours in the organization, Employee Engagement Activities, Board of Apprenticeship Training - BOAT.

### **Payroll Processing:-**

**Time Office:** Shift Change, Comp Off, On Duty, Leave, Late Coming, LOP, Registers, Exemptions.

**Biometric System:** Attendance, Over Time, Payroll Input Generation, Variance Report Preparation.

**Annual Planning:** Salary Increment, Bonus, Leave Encashment of every year for employees.

◆ **Joining formalities:** On-Boarding Process, Induction Process, Documentations, and Appointment Order & Offer Letter.

### **Employee Engagement:-**

◆ Committees, Grievance, Events & Culture Improvement & Employee Communications.

### **General Admin:-**

◆ Canteen, Transport, Tea, Drinking Water, Security, House Keeping, Supplier Agreement Preparation, Scrap Monitoring.

- ◆ Plan, coordinate and manage all administrative procedures and systems.
- ◆ Supervising the day-to-day operations of the administrative department and staff members.
- ◆ Developing, reviewing, and improving administrative systems, policies, and procedures.
- ◆ Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- ◆ Ensure the smooth and adequate flow of information within the company.
- ◆ Organize and maintain personnel records.

#### **Brief Profile of the Companies Associated: Total 03 Years of Professional Experience**

- ◆ **TVS Staffing Solution – Delphi TVS Technologies**, Mannur as Jr.Executive Hr May'2019 to Oct'2021 (200) Employees,2 Years
- ◆ **TVS Staffing Solution – BCP Caterpillar**,Melnallathur,Thiruvallur Automotive India Ltd, Mannur Jr.Executive Hr as Oct'21 to Jun'22 08 Mon
- ◆ **Estee Auto Pressing Pvt.Lts., – Kallambedu,Thiruvallur** as Jr. Executive HR July'12 to Till Date – 2 Years, 300 Employees

#### **Education:-**

BBA (Business Administration) 2015

MBA (Human Resource Management) 2017

#### **Key Areas Handled:**

- ◆ Training and Development ◆Co-ordination with Dept. Heads in Manpower Planning ◆Organizing for Preliminary and final interviews ◆Issuing Offer letters and appointment letters ◆Taking Care of Joining formalities of the Employees Coordinating on Orientation and Induction for new joiners ◆Daily tracking and reporting of Headcount and maydays' to the corporate, with a view to keeping the Headcount within the budgeted norms ◆Preparation of Training Need Identification, Training calendar, Skill matrix and Individual competency Criteria, Collecting Evaluation forms ◆Handling Medical Insurance ◆Renewal of all Vendors' agreement on time and extract their service as per their Service Level Agreement ◆Preparation of HR MIS Weekly / Monthly ◆Control over all Attendance / Time Office/ Security and Canteen & other entire Admin activities ◆All vendor bills verification, certification for payment and ensure and monitoring the on time payment to Vendor ◆Conducting fire mock drills and carry out periodical safety audits ◆As per factories act organizing General Medical check up to employees and periodical check for Hazardous operations Employees ◆Making travel arrangements and Hotel booking for Guest ◆Housekeeping Management Daily Based Check with CCTV.

**Personal Summary:-**

- ◆ DOB: 29<sup>th</sup> April 1995, 29 Years ◆ Marital Status: Married ◆ Nationality: Indian ◆ Religion: Hindu
- ◆ Son of Mr.C.Rathinam, Kanagavalli

**EXTRA CURRICULAR ACTIVITIES / INTERESTS**

- ◆ Kabbadi and Cricket
- ◆ Listening Music.

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**Date:**

**Place: Thiruvallur**

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