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D. PARTHASARATHY

OBJECTIVE

Intend to build a career in HR sector with challenging responsibility to committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work in managerial positions efficiently in challenging and creative environment and transmit my experience forth growth of organization in achieving its targets and objective in all respective areas.

SKILLS

- Payroll Management
- MIS Reporting
- Having strong exposure in MS-Office & Excel Formulas
- Good knowledge of ERP-based Human Resource Management (HRM) software
- Handling Statutory Compliances
- End-to-End Recruitment Process
- Good Knowledge of Labour Laws & Statutory Acts

EXPERIENCE

Designation: HR Executive

Organization: RK STEEL MANUFACTURING COMPANY PVT LTD,
Perundurai. (24.05.2023 – till now)

Job Profile

- Handled manpower planning, recruitment processes, new employee on boarding formalities, and industrial introductions.
- Responsible for preparing and issuing Appointment Orders, Increment Letters, Promotion Letters, Experience Letters, Relieving Letters, and Salary Certificates.
- Prepared annual bonus calculations and managed the annual increment process.
- Generated monthly HR Cost Reports & MIS Report.
- Assisted in resolving employee relations and workplace issues.
- Accurately finalized monthly employee attendance records.
- Coordinated with the payroll team to ensure accurate and timely processing of salaries and wages.
- Managed end-to-end HR and administrative functions, including housekeeping, security, canteen operations, and guest house maintenance.

Designation: Industrial Relations Assistant

**Organization: L&T CONSTRUCTION WATER & EFFLUENT TREATMENT,
Coimbatore. (13.02.2021 – 15-05-2023) 2 Year 4 Months**

Job Profile

Time Office / Compensation & Benefits - Ensuring Pre-payroll process (Attendance Input, Shift Allowance, OT hours etc.) Responsible for Payroll processing & disbursement of Payroll for all locations, Maintaining & Tracking Attendance, Leave, LOP for all employees as per policy, Ensure the employees get their payroll queries/ grievance answered and solved on an Individual basis & payroll related statutory like PF, Bonus.

- Successfully planned and coordinated company events and teamwork activities.
- Coordinates travel arrangements for staffs and labors.
- Adding/Updating new clients on the website.
- Ensure all work is performed according to client specifications, meeting and exceeding expectations.
- Support managing subcontractors, and site related activities/issues.
- Arrange/maintain Guest House Labor colony, site office, accommodation, and transportation for Service.
- Arrange for the repair and maintenance of office equipment.

Designation: Time office Assistant

**Organization: LAKSHMI ELECTRICAL CONTROL SYSTEMS,
Coimbatore. (01-12-2019 – 03-12-2020) 1 Year.**

Job Profile

- Regularly Prepared/upload for Employee Screening details.
- Organizing, compiling, and updating company records and documentation.
- Assisting the HR department in scheduling, coordinating and executing training and other office events.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Planned, coordinated and executed events - oversaw the planning and execution of logistics and operations for private meetings, conferences, and special events.

EDUCATION

- Pursuing **MSW** (Human Resource Management) from Erode Arts and science College, Rangapalayam,Erode.(2025-2027)
- Graduated from **B.E., (Electrical and Electronics Engineering)** At Nandha college of Technology, Erode. (Year of Passing 2019 With 61%)
- **Higher Secondary** from Young India Metric Higher Secondary, Chennimalai. (Year of Passing 2013 With 64%)

PERSONAL DETAILS

Father's Name	- Duraisamy M
Mother's Name	- Krishnaveni D
Date of Birth & Age	- 03/12/1997 & 28 years
Gender	- Male
Marital status	- Married
Nationality	- Indian
Language	- Tamil , English (Basic knowledge in Hindi)

DECLARATION

I hereby declare that all the above information given here is true and best of my Knowledge & I any irregularities found, I will be responsible for that.

Thanking you,

Yours faithfully,
[PARTHASARATHY D]