

RAGHUL

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Madurai

PROFESSIONAL SUMMARY

Dedicated and results-driven HR Executive with over 3 years of experience in core HR functions, specializing in recruitment, payroll, training, compliance, and employee relations. Proven ability to manage HR operations in manufacturing setups, ensuring statutory compliance and fostering a positive workplace culture.

PROFESSIONAL EXPERIENCE

HR Executive | Abhinava Metaliks Pvt Ltd — Jul 2024 - Present

HR Executive | GVN Enterprises Pvt Ltd — Dec 2019 - Jun 2022

CORE COMPETENCIES

- Recruitment & Selection
- Payroll Management
- Employee Onboarding & Exit
- Statutory Compliance (PF, ESI, Factories Act)
- Employee Grievance Handling
- Training & Development
- HR Documentation & Record Keeping
- Health, Safety & Welfare Management
- Administration & Petty Cash Handling
- Performance Appraisals & Recognition
- Background Verification
- Job Fair & Campus Hiring

KEY RESPONSIBILITIES

- Coordinated end-to-end recruitment activities including sourcing, screening, scheduling interviews, and onboarding candidates across departments.
- Facilitated smooth employee onboarding by managing documentation, induction programs, and orientation to company policies and procedures.
- Assessed training needs in coordination with department heads and organized technical and soft skill development programs.
- Handled monthly payroll processing and ensured accurate maintenance of attendance, leave, and overtime records.
- Ensured statutory compliance related to PF, ESI, Gratuity, and adhered to regulations under the Factories Act.
- Served as the first point of contact for employee grievances and maintained a harmonious work environment through timely redressal.
- Coordinated performance appraisal cycles and facilitated reward and recognition initiatives based on evaluation outcomes.
- Maintained HR documentation including employee records, contracts, and generated MIS reports for management review.
- Managed administrative tasks such as petty cash handling, office supplies procurement, and site-level HR support.
- Ensured workplace safety and compliance by conducting regular health, safety, and welfare checks for employees.

EDUCATION

MBA in Human Resource Management | Madras University - 2020 – 2022

B.E. in Mechanical Engineering | AAA College of Engineering and Technology - 2014 – 2018

LANGUAGES

- English
- Tamil
- Hindi