

LOKESH S

HR Generalist



9840739461

lokeshlee76@gmail.com

EDUCATION

2016 - 2019

Madras University, Jaya College
Bachelor Degree of Commerce

2019 - 2021

Madras University, Jaya College
Master Degree of Business
Administration

SKILLS

- HR Generalist Activities
- Payroll Processing
- Joining Formalities
- Grievance Handling
- Statutory Compliance
- HR Administration

SUMMARY

Experienced HR Generalist with expertise in recruitment, onboarding, employee engagement, payroll support, and statutory compliance (PF & ESI). Skilled in HR operations, maintaining records, and ensuring smooth employee communication.

WORK EXPERIENCE

HR and Administration Executive

Ig3 Infra (2024 SEP- Till date)

- Skilled in recruitment and onboarding processes
- Experienced in payroll support and statutory compliance (PF, ESI)
- Strong in employee engagement and grievance handling
- Proficient in managing exit formalities
- Capable of maintaining HR records and attendance
- Supervised day-to-day facility operations including housekeeping, security, and maintenance

HR & Technical Recruiter

Vy Systems (2023 SEP- 2024 SEP)

- Managed end-to-end IT recruitment across multiple roles and industries
- Supported onboarding, employee coordination, and documentation
- Aligned hiring strategies with current market trends
- Collaborated with cross-functional teams for timely HR operations

HR Executive and Recruiter

ANDNR Group (2022 NOV – 2023 JULY)

- Managed end-to-end IT recruitment lifecycle
- Coordinated with clients and handled team activities
- Maintained Excel reports and ensured timely submissions
- Handled PF & ESI registrations and monthly compliance filings
- Resolved employee queries related to payroll and compliance