

**VENKATESH N**

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**CAREER OBJECTIVE:**

To pursue a good career with dedication and commitment and to work for the betterment of the concern and get myself develop along with the company.

**PROFESSIONAL SYNOPSIS:**

- Efficient Human Resource Officer with expertise in developing and implementing HR plans procedures smoothly under the supervision of Director Human Resources.
- Expertise in Recruitment, Statutory Compliance, Payroll, Professional Tax, LWF, Employee on board-offboard process, training & development, employee engagement activity and grievance handling.
- Capable HR Officer and comfortable with taking the lead in employment protocol compliance and anticipating staffing needs.
- Organized HR Executive effective at record maintenance and always assuring compliance with government employment regulations.

**HIGHLIGHTS:**

- Head Hunting
- Statutory Compliance
- Payroll expertise
- Professional Tax
- Labor Welfare Fund
- Employee on board-off board process
- Induction &Orientation
- Performance Appraisal
- Grievance handling

**EXPERIENCE SUMMERY:**

TIME PERIOD	COMPANY NAME	DESIGNATION	LOCATIO N
Jan 2021 to Till Date	Talent Maximus India Pvt Ltd	HR(Generalist)	Chennai
May 2016 to Aug 2019	iQesolutions Pvt Ltd	HR(Generalist)	Chennai
June 2015 to May2016	Melcan Food Ventures PvtLtd	HR (Generalist)	Chennai

- ❖ Working at Talent Maximus India Pvt Ltd, in Chennai as Sr. Human Resources Executive from Jan2021 To till Date.

### Responsibilities:

- Researching and identifying the best sources for candidates in platforms such as Naukri, Monster, indeed, social media, Employee Referrals, etc.
- Screening, shortlisting and scheduling suitable candidates for conducting preliminary phone/video screening calls to assess candidate's skills and experience.
- Selecting the right candidates to take forward to hiring managers and discussing salary expectations and job details with candidates
- Preparing and issuing offer letters and appointment letters, transfer letter and relieving letters within timeline.
- Conduct orientation sessions for new employees to explain personal policies, compensation and benefits programs.
- Generating (UAN) Universal Account Numbers and (IP) Insured person numbers for all the new employees and upload their KYC details in HRMS software.
- Preparing CTC structures, payroll break up for all the new hires and Maintain payroll system up- to- date and accurate.
- Set-up payroll structure for all the new hires and deactivate the ex-employees' records from HRMS software.
- Processing payroll and preparing salary sheets, disbursement salaries and addressing the queries of employees related to payroll and statutory compliances.
- Updating shops and establishment forms **(S&E)** and **(CLRA)** such as form I, II, III, V, U, X, W, D, R, P, Q, VI, XXIX, XXVII, XXVIII, XXIX, on monthly basis.
- Preparing half yearly and annual returns reports submission such as wages, worked days, deductions.
- Maintain employee – related databases and prepare periodic reports for development.
- Maintain leaves records and attendance sheet.
- Ensuring the payments of provident fund, ESI, professional tax and labor welfare fund dues within timeline.
- Sorting HR data and presenting it during audits.
- Conducting and communicating performance appraisal of employees.
- Keeping up to date with latest HR policies, practices and labor laws.

- Collecting timesheet data and payroll information and review payroll reports for correctness before payroll transaction.
  - Handling employees' grievances. Assisting employees to claim their Insurance and Partial Amount.
  - Responsible for conducting exit interviews, collecting feedback and closing the full and final settlement process on time.
  - Keeping up to date labor law, statutory compliance as per the state and central labor boards.
  - Ensuring all the employees mandatory KYC (Aadhar, Bank Account, Pan) are linked with government portal for both new and existing employees.
- ❖ Worked at IQ eSolutions Pvt Ltd, in Chennai as Human Resources Executive from May 2016 to August 2019.

#### **Responsibilities:**

- Co-Ordinate interview and selection with appropriate department head and general manager.
- Conveying employees about departmental and organization goals and culture.
- Creating an engaging environment, co-Ordinate with department staff to arrange workplace.
- Establishing regular communication with new employees and connecting them with key information, resources and people within the organization.
- Gathering new hires documentation paperwork and making sure all the documents are updated in HRMS software.
- Set-up payroll structures for all the new hires and deactivate the ex-employees' records from HRMS software.
- Preparing CTC structures, payroll break up for all new hires and Maintain payroll system up- to- date and accurate.
- Collecting timesheet data and payroll information and review payroll reports for correctness before payroll transaction.
- Calculating wages, benefits, Tax deductions for all the new hires and existing employees.
- Respond to payroll queries from employees in a timely manner.
- Maintaining accurate payroll records and timesheet data for future reference.

- Prepare reports for upper management and finance for monthly review purposes.
- Generate (UAN) Universal Account Number and (IP) Insured person number for all new employees and upload KYC information in HR software.
- Update family particulars and nomination of all employees who are EPF member.
- Extracting contribution of employees share from wages and include employer contributions, EDLI contributions and administrative charges to EPF after the disbursement of salary. (last date 15th of the month)
- Ensuring all the employees mandatory KYC (Aadhar, Bank Account, Pan) are linked with government portal.
- Provide high quality advice and service to management on daily employee relation performance management issue.
- Handling alone the recruitment, Attendance Software, Payroll, Statutory Compliance and ensuring all hiring and recruitment processes are following all local and state government.
- Handling employee and customer grievance. Assisting employee to claim their Insurance and PF partial Amount.
- Maintaining employee files, records for old and new hires in the human resources information system database.
- Generating different types of monthly MIS reports, Attendance report, Leave status report and payroll structures of each month.
- Provide support to employees in various HR related such as leaves compensation benefits.
- Explain and provide information on employee's benefits.
- Monitor timely update of personnel records, personal details, position, salary, appraisal outcomes, leave records, training and recognition and achievement.
- Renewal of Licenses within timeline
- Scheduling Exit interview and handling the queries related to full and final settlement of Salary, Provident fund and Gratuity and Allowances.
- Conducting grievance meetings, inviting the employee and reminding them of their statutory right to be accompanied.
- Provide opportunity to employees to expose their grievance.
- Carry out full investigation and gather all relevant evidence, sending it to the employee in advance of the meeting.
- Choose an appropriate manager to deal with the grievances.

- ❖ Worked at Melcan Food Ventures Pvt Ltd, in Chennai as Human Resources Executive from June 2015 to May2016.

### **Responsibilities:**

- Coordinate interviews and selection with appropriate department heads and general manager.
- Conduct preliminary screening on all applicants and review in application's scheduling practical and basic skills test and selecting candidates for initial interview.
- Assisted HR in expanding the scope of the recruitment process by using employment portals, referrals, social websites.
- Provide support and assistance to management team on handling and resolving issues.
- Prepared recruitment and applicant tracking for all recruitment activities.
- Provide clerical and administrative support to Human Resources Attend to employees' request on internal and external transfer request.
- Renewal of License before timeline.
- Supporting to administration in maintaining reports and document of employees.
- Organizing all staff and monthly business review meeting.
- Accompanied Human Resources in monitoring attendance.
- Providing guidance to employees for the deputation process and coordinated with branch head
- Overseeing that the housekeeping staff are carrying out their task of maintaining a clean environment.
- Handling employment relation issues such as grievances and employee welfare and overseeing staff attendance absence monitoring.
- Administration of employee related paperwork, such as employment, new addition details, compensation and benefit, and pension schemes.
- Handling highly confidential information in honest and trustworthy way and providing detailed Reports to senior management teams.
- Carrying out employee recognition schemes and rewarding top performance employees.

**PROJECT:**

PROJECT TITLE : Training and Development  
COMPANY : MRK Krishnamurthy Operation Sugar Mill Ltd at Sethyathope Cuddalore.  
ROLEPLAYED : Organizer and Trainer.  
DURATION : Two Month.

**ACADEMIC QUALIFICATION:**

- MBA(HUMANRESOURCE)at ANNAMALAI UNIVERSITY with aggregate of 69.36%in2014.
- MA(ECO)A.V.V.M.SriPushpam College withaggregateof76%in2012.
- HSC at GOVT.HR.SEC.SCHOOL,Thiruthuraipoondi with aggregate of 65.5%in2007.
- SSLC at GOVT.HR.SEC.SCHOOL,Thiruthuraipoondi with aggregate of 72%in2005.

**PERSONAL DETAILS:**

Name : VENKATESHN  
Date of Birth :15-04-1989  
Sex : Male  
Father's Name : NagarajA  
Marital Status : Single  
Languages Known : Tamil, English  
Hobbies : Netsurfing, Reading newspaper.

**DECLARATION:**

Iherebydeclarethattheaboveinformationmentionedistruetothebestofmy knowledge.

Date:

Place:

**VENKATESH**