

# Ragesh Kumar Raghunathan

HR Admin /Assistant / Coordinator

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 Kollam,Kerala

 26/06/1987

 Indian

 Married

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## Profile

Highly skilled and results-oriented HR professional with over 10 years of comprehensive experience in HR coordination and assistant roles. Adept at managing various aspects of human resources, from recruitment and onboarding to employee relations and performance management. Possess a strong understanding of HR policies, procedures, and best practices, coupled with excellent communication and interpersonal skills. Proven ability to collaborate effectively with cross-functional teams and senior management to achieve organizational objectives. Seeking to leverage expertise and contribute to the success of a dynamic organization.

## Professional Experience

### HR Assistant

04/2022 – 07/2024

Fastway Arabia Company

Ras Tanura, Saudi Arabia

Roles and Responsibilities:

- Spearheaded the overseas recruitment process.
- To identify the staffing needs and sourcing candidates through various channels.
- Conducted pre-screening interviews and assessments to evaluate candidates' qualifications.
- Managed the visa application process for overseas hires, liaising with immigration authorities and external agencies to ensure timely and accurate processing.
- Facilitated orientation sessions for international hires, providing information on local laws, customs, and company policies to support their transition to a new work environment.
- Led the local recruitment efforts, from job requisition to offer acceptance, by collaborating closely with hiring managers to understand their staffing needs and develop effective recruitment strategies.
- Posted job advertisements on various platforms and utilized networking channels to attract qualified candidates.
- Conducted initial screenings and interviews to assess candidates' skills, experience, and cultural fit with the organization.
- Coordinated interview schedules and assessments, ensuring a smooth and efficient recruitment process for both candidates and hiring managers.
- Addressed employee attendance issues, including tardiness, absenteeism, and leave requests, through effective communication and problem-solving techniques.
- Acted as the primary point of contact for visa-related matters, working closely with immigration authorities, legal advisors, and external agencies to obtain necessary visas and work permits for employees.
- Conducted new hire orientations and onboarding sessions to ensure a smooth transition into the organization and promote a positive employee experience.

**Project Coordinator** 05/2018 – 01/2022 | Jubail, Saudi Arabia

*Gracious Edifice General Contracting*

Roles and Responsibilities:

- Managed the issuance and tracking of gate passes for employees, contractors, and visitors entering and exiting the construction site, ensuring compliance with security protocols and safety regulations.
- Coordinated the movement of materials, equipment, and supplies to and from the construction site, optimizing logistics to support project timelines and budgetary constraints.
- Oversaw the receipt, inspection, and storage of incoming materials, verifying quantities and quality to ensure adherence to project specifications.
- Liaised with procurement and vendors to coordinate material deliveries and resolve any discrepancies or issues with orders.
- Conducted regular inventory audits and reconciliations to maintain accurate records of materials on-site and minimize losses or shortages.
- Prepared purchase orders, reviewed purchase requisitions, and tracked order status to ensure timely delivery and availability of materials to support production schedules.
- Organized and facilitated site meetings with project teams, subcontractors, and stakeholders to discuss project progress, issues, and action plans.
- Acted as a liaison between management and employees, addressing concerns, grievances, and inquiries through effective communication and conflict resolution techniques.
- Managed the timekeeping system for hourly employees, including the collection, verification, and processing of time cards or electronic timekeeping records.
- Reviewed time card data for accuracy and completeness, resolving discrepancies and ensuring compliance with company policies and labor regulations.

**HR Coordinator** 06/2014 – 03/2018 | Abqaiq, Saudi Arabia

*Road Master Equipment Rental & Contracting*

Roles and Responsibilities:

- Coordinated the local recruitment efforts, from job requisition to offer acceptance, by collaborating closely with hiring managers to understand their staffing needs and develop effective recruitment strategies.
- Administered the timesheet and time card system for hourly employees, ensuring accurate recording and reporting of work hours, overtime, and absences.
- Provided guidance and support to employees on timekeeping procedures, policies, and systems, addressing any questions or concerns in a timely and professional manner.
- Reviewed and approved time cards, verifying hours worked and compliance with labor regulations, company policies, and client requirements.
- Prepared and submitted payroll reports and data to the payroll department for processing, reconciling any discrepancies or errors prior to payroll deadlines.
- Implemented and enforced timesheet policies and procedures, conducting training sessions and communications to ensure employee compliance and understanding.

**Video Editor** 04/2011 – 04/2014

*Visual Editing Suite*

Pathanamthitta, Kerala

**Customer Care Executive** 04/2010 – 08/2010 | Kochi, Kerala

*Eben Telecom Pvt. Ltd*

## Education

**Diploma in Multimedia** 06/2009 – 03/2010

*KCSM*

Pathanamthitta, Kerala , India

**Bachelor in Computer Science**

BSS Polytechnic Collage

06/2006 – 03/2009

Pathanamthitta, Kerala , India

**ITI,**

NSS , ITC

05/2005 – 04/2006

Kottarakkara, Kerala , India

### Languages

Malayalam	● ● ● ● ●	English	● ● ● ● ●
Hindi	● ● ● ● ●	Tamil	● ● ● ● ●

### Skills

HR Coordination	● ● ● ● ●	Recruitment and Onboarding	● ● ● ● ●
Employee Relations	● ● ● ● ●	Performance Management	● ● ● ● ●
HR Policies and Procedures	● ● ● ● ●	Data Management	● ● ● ● ●
Conflict Resolution	● ● ● ● ●	Training and Development	● ● ● ● ●
Compliance and Legal Requirements	● ● ● ● ●	Stakeholder Management	● ● ● ● ●
HRIS	● ● ● ● ●		

### References

**Rajeev Radhakrishnan**, *Operation Manager*, Fastway Arabia Company Ltd  
rrfastway@fwac.net, +966-551611778

**Turki Al Harbi**, *Managing Director*, Gracious Edifice General Contracting  
turki44@gmail.com, +966-505904414

### Declaration

I hereby declare that all the information provided in this curriculum vitae is true, accurate, and complete to the best of my knowledge and belief. I understand that any misrepresentation or omission of facts may result in disqualification from consideration for employment or termination of employment if discovered at a later date.

**Ragesh Kumar Raghunathan**

Kollam