

PRADEEP KUMAR D R

Mobile: +91 77087 35770 / 95664 75657 E - Mail: drpkmba@gmail.com

Seeking Assignment in HR & Administration with an organization of repute

CAREER SNAPSHOT

- ❖ A dynamic HR & Admin professional having 9+ yrs of rich experience in Human Resources Management and General Administration.
- ❖ Adept at people Management, end to end Recruitment, Sourcing Candidates, Screening, Salary Negotiation, Joining formalities.
- ❖ A keen planner with the flair for implementing innovative Strategies and HR & Admin interventions for accelerated growth of the organization.
- ❖ Adequate knowledge of statutory Acts as well as interfacing with regulatory Authorities.
- ❖ An enterprising leader with the ability to motivate personnel towards achieving organizational objectives and adhering to industry best practice.
- ❖ Currently employed with Aasaan Jobs private Ltd as "HR" – Chennai

Management Skills

- ❖ Excellent in Recruitment & Negotiation Skill.
 - ❖ Sound judgment and Decision Making skills
 - ❖ Strong influencing skills
 - ❖ Achievement oriented Team builder
 - ❖ Pervasive Communicator
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ORGANISATIONAL SCAN

Since May 2017	Human Resources	Aasaan Jobs P Ltd
Mar 2014 to Mar 2017	Assistant Manager – HR	Siesta Hospitality Services Ltd
Dec 2010 to Dec 2013	HR& Admin officer	ECIL
Aug 2007 to Oct 2010	HR Executive	Apex Knowledge Solutions p Ltd
Mar 2006 to May 2007	HR Assistant	Leela Scottish Lace P Ltd

Key Result Area for HR:

Recruitment, Resourcing & Development

- Planning human resource requirements in consultation with heads of different functional & operational areas and handling end to end recruitment from sourcing profiles, screening candidates, administering the relevant assessments, coordinating operations interviews, salary negotiation, joining formalities etc.
- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirement.
- Managing the functions pertaining to inductions, Training need identification, placement transfers.

Performance Appraisal

- Managing Appraisal process across the level – objects setting, driving appraisal cycles, running performance appraisal workshops.

- Coordinating in formulation & implementation of increment, incentive & other remuneration policies as well as devising and effectuating performance management systems.
- Establishing framework for substantiating performance appraisal system lined to reward Management.

Statutory compliance

- PF & ESI preparing the Monthly, half yearly & Annual Returns, Forms submission of Nomination & declaration, Labour Registers.
- Upkeep and maintenance of statutory Records under various labour statutes.

Training & Development

- Managing skill training operations involving training proposals, conducting training analysis & scrutinizing relevant document before sanctioning Training calendar.
- Supervising approval of training proposal & forwarding to top manager for final approval.

Employee Retention

- Managing employee's centric HR operations & ensuring employee satisfaction by achieving delivery & service quality norms.
- Ensuring that highest service standards are maintained for servicing of employees and maintaining minimum turn-around -time.
- Building and maintain healthy relation with employees for cross selling various HR services and providing advisory services regarding development of employees.

Welfare / IR

- Managing welfare measures, management – employee get together, team building etc. to enhance motivation level and productivity.
- Handling disciplinary matters and the courses of action to be taken and frame memos, charges sheets etc. and also organizing and holding enquiries and implementing disciplinary action.
- Negotiation on the issues like contract of demands.

Personnel Management

- Implementing policies for effective management of available human resources and development of human capital across the organization.
- Strategizing the long / short term direction by forecasting the future manpower requirement and designing plans for acquiring requisite skills and competencies.

Key Result area for Administration:

Vendor Management

- Dealing with contractors / vendor for AMC, office supplies etc.
- Coordinating & negotiation with vendor, obtaining quotation and processing of bills and updating the payments.
- Maintaining vendor files & records.
- Taking care of office supplies for department wise requirement.
- Asset management.

Facility Management

- House keeping Management
- Maintaining Pantry
- Security Management
- Dealing with landlord for any space requirement and interior work
- Optimum utilization of office space.

- Planning and budgeting for any modification required for the office facility including electrical **and chiller** work.
- Day to day physical supervision of entire facility premises and ensure everything is in order,
- Taking ownership to contact with landlord / vendors for any facility related issues.
- Safety & security management.
- Logistics support.

Major Accomplishments

As Assistant Manager – HR

- Supervised a team a unit, which consist of around 350 employees.
- Played a vital role in reducing the rate of absenteeism & increasing the productivity.
- Prohibited the formation if union workforce.
- Designed employee idea suggestion scheme and their by increasing the productivity.
- Actively participated in the management counselling committee and worked on salary increment.
- Reduced the rate of attrition within the short period.

Academic

Course	Institution	Year of Passing	Percentage
MBA	KLN COLLEGE OF ENGG	2006	62%
B.Com	Vivekananda College	2002	65%
HSC	A.V. Hr. Sec School	1999	68%
SSLC	Sourastra Hr. Sec School	1997	55%

PERSONAL DETAILS	FAMILY DETAILS	ADDRESS
DOB : 03.04.1982	D V Ravindran (Late)	20/10 B Kannaiya Shetty street
Gender : Male	D R Bhanumathy	Venkatapuram, Ambattur,
Status : Married		Chennai – 600 053.

Date:

Place: Chennai

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(Pradeep Kumar D