

**CAREER OBJECTIVE**

Seeking to be part of a reputed growth organization & contribute effectively to its development by valuable hard work, sincerity & technical expertise.

CAREER SUMMARY

- Master's in Personnel Management with nearly 4 + years of experience in:
 - HR Operations
 - Compensations Management
 - Personnel Management
 - Payroll Administration
 - Employee Engagement
 - Training & Development
- Taking prompt resolution for employee grievances and maintaining cordial employee relations
- Handling payroll processing including attendance monitoring, updating leaves, input processing & advances, leave encashment, etc.
- Handling the entire recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements
- Effectuating performance management system and managing appraisal process across the levels linked to reward management, career growth, manpower planning for recruitment, selection & induction, etc.
- Developing induction, growth and employee development strategies keeping in mind the career growth and various profiles of the people

TECHNICAL SKILLS

Operating Systems	:	Windows 2000, XP, VISTA, 7, 8.
Server	:	Windows Server 2003 & 2008 R2.
Languages	:	Basics of C, C++, VB, JAVA, HTML.
Databases	:	MS access, Oracle, SQL 2005 & 2008.
Application	:	Int-E-View ERP& HRMS, Time Attendance System, MS Office.

EMPLOYMENT DETAILS

- Company : KAM-AVIDA ENVIRO ENGINEERS PVT. LTD.
- Position : Assistant Manager (Associate HR & EDP)
- Duration : 30.Jan.2012 to 05.Oct.2014



COMPANY PROFILE :- Kam-Avida is a manufacturing company in Engineering domain, which makes the products for Sewer cleaning, Garbage collection & transportation, Outdoor & Indoor sweeping and Industrial cleaning. With the total strength of more than 100 employees and its Head Office located in Pune, India.

Reporting : Vice President – HR

- Company : SURYAA GAS AGENCIES
- Position : Assistant Manager - HR
- Duration : 27.Feb.2015to Present

COMPANY PROFILE :-SGA has grown to a thriving concern in to the competitive world. Surya Gas Agencies is a leading agency in Puducherry. They offer industrial products like oxygen, hydrogen, CO2, Argon and nitrogen cylinders. The success of the company is based on the combination of quality and competitiveness.

Reporting : Managing Director

KEY DELIVERABLES

Talent Acquisition:

- Manage the complete recruitment life cycle for sourcing the best talent from diverse sources.
- Identifying and screening potential profiles through the existing database, job portals and through referral networking.
- Manpower planning, coordinating with consultants, headhunting assignments, recruitment and selection for Executive & above.
- Manage Salary/compensation with prospective recruits.
- Manage the entire induction & orientation process.
- Completing joining formalities through issuance of offer letters and appointment letters.

Employee Relations-care & welfare, HR planning & implementation:

- Conceptualize, formulate and implement HR Policies, HR Plans, Procedures, Manuals & schemes for all HR processes.
- Institute systems to promote harmonious employee relations and improve employee morale and motivation.
- Conduct Employee Satisfaction surveys & Employee Engagement Activities on regular intervals. Counsel absenteeism & other problems and coordinate the dissemination of information to notify and advise employees on HR policies, programs and norms.
- Assisting in attrition management.
- Conducting exit interview & analysis of it.

Performance Appraisal:

- Co-ordinate with the appraisers and appraises in timely completion of the performance appraisal process.
- Documentation of the appraisal inputs given by the Appraisers and communicate the same to Senior and conduct normalization with various stage.
- Managing the evaluation of performance ratings and assisting the management to decide the review percentages, increments etc.

Employee Exit Process:

- Conducting employee exit interview and sharing feedback with the management.
- Updating the records in left cases.
- Assuring clearance process, Relieving and full and final settlement.

Training & Development:

- Work with the internal/ external customers in making the necessary arrangements for the Training & Development Program for Both Employee white collar and blue collars.
- Follow up with internal and external customers in receiving the Training feedback and incorporate the same in the HR Database system.
- Preparation of training report at the end of each training program and submit the same to the Top Management

Payroll Management:

- Preparation of Payroll for all employees and ensure complete elimination of salary discrepancies.
- Handle end to end complete cycle of HRMS Module Process.
- Handle increments, bonus payment and performance bonus/ incentive payments.
- Prepare Employee full and final settlements.
- Implementation new policies into the organization.
- Maintenance and updating of personal files.

General Administration:

- Maintaining day-to-day filings like all type of compliances as per the factory act.
- Ensure collection of forms from the new recruit in regards to employee database / insurance / opening of corporate salary bank account, photographs etc.
- Arranging Air tickets of all the employees with the travel Agencies.
- Procedure to track down reasons of leaving premises while on duty such as official duty / personal reason / leave etc.
- Preparing Papers for Visa processing, Cancellation Process.
- Disciplinary Process.

ACADEMIC QUALIFICATIONS

- M.B.A (Human Resource Management) with an aggregate of 66% in 2013.
- B.E (Computer Science) with an aggregate of 7.34 CGPA in 2011.

PERSONAL PROFILE

Date of Birth	:	2nd November 1989
Language Known	:	English, Tamil, Hindi.
Nationality	:	Indian
Hobbies	:	Playing Chess, Net Surfing, Swimming, Bike Riding.
Personal Traits	:	Optimistic and Confident, Empathetic Listener and Quick Learner, Easy moving, Reliable person, Effective Team player, Smart worker

Declaration:

I hereby declare that all the facts stated above are authentic and true to the best of my knowledge.

Date : 30.Aug.2016
Place : Puducherry

(GURU SHABARI NATHAN.B)