

GAJALAKSHMI.G

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OBJECTIVE

To hold a responsible and challenging position that will allow me to express my abilities, skills and sense of dedication towards my duties with a sole aim of contributing towards the progress of the organization & personal growth.

AREAS OF EXPERTISE

- Recruitment and Selection
- Induction & Orientation
- Payroll Operations
- Statutory Compliance
- Employee Engagement
- Employee Relations
- Performance Management
- Policy Making
- Exit Management

COMPUTER SKILLS

- Proficient in MS Office Suite, Excel and PowerPoint

EDUCATION

MBA in Human Resources	June 2011
Madras University-Distance Education	
Major: HR	

BSc Chemistry	April 2005
Sir Theagaraya College, Madras University	
Major: Chemistry	

Higher Secondary Certificate	March 2001
St. Columban's Anglo Indian Higher Secondary School, Chennai	
Major: Maths, Physics, Chemistry, Biology	

PROFESSIONAL TRAINING

Ajax Management Consultants Private Ltd, Bangalore	
Management Trainee	August 2010
Course: Advanced Diploma in HR Management	

- Recruitment: Searching the database/web/jobsites to source out eligible candidates, interviewing

short-listed candidates to further identify their skills and interests.

- HR Generalist: Taking care of new employee orientation, issuing Offer Letters, Employee Relationship, Handling Exit Interview, Employee Performance Management System & Processing Employee PF, ESI, Med claim & other Employment Registration forms.
- Payroll: Taking care of complete staff database, payroll processing with regard to labor laws, monitoring PF, ESI, PT calculations, remittances, fillings, handling employee tax planning, monitoring relieving procedures and settlements & general administration.

International Academy for Certification and Training (IACT) ,Chennai
Course: Six Sigma Green Belt

April 2013

WORK EXPERIENCE

SAMS Group of Companies, Chennai

Manager –Generalist & Payroll HR

Dec 2011 –Nov 2014

- Managing the HR – Generalist function for an employee base of 500* with a team size of 5 members.
- Recruitment, Retention, Selection, Induction & Orientation.
- Pay-roll processing.
- To formulate, update and implement the HR policies/ Guidelines /Manual in consultation with the Management.
- Constant evaluation of performance of the employees, appreciate in terms of monetary and non-monetary reward.
- Establishing an understanding with the employees regarding the plans & policies of the company and discussing the same with the Management.
- Resolve employee concerns and manage escalations.
- Drive Employee Engagement initiatives & Employee Welfare activities across units.
- Manage statutory compliance related issues pertaining Payroll, PF, Gratuity, ESI,Labour etc.
- Ensure a smooth separation or exit process for all resigned/attrite employees.

Barnas International Pvt Ltd, Chennai

Senior HR- Generalist & Payroll HR

July 2011 – Dec 2011

- Responsible for the entire Pre & Post recruitment process.
- Pay-roll processing.
- Updating HR policies, procedures and guidelines.
- On-boarding and Off-boarding formalities.
- Employee Leave and Attendance Management.
- Employee Personal File and Employee Data Base Management.
- Employee Confirmation and Exit formalities.
- Handling Statutory Compliance -submitting returns to the Labour & PF Department.
- Employee Relations.
- Facilitate Performance Management & Compensation Review.

Ocher Studios Pvt Ltd, Chennai

HR Executive-Generalist & Payroll HR

Jan 2009 – Nov 2010

- Manpower planning in consultation with the Functional heads.
- Handling the entire pre and post recruitment process.
- Handle the On-boarding and Off-boarding formalities.
- Maintaining leave & attendance records, HRIS reports and Pay-roll processing.
- Induction and Orientation coordination.

- Monitoring the Statutory- ESI and PF.
- Employee Relations/Engagement.

CitiFinancial Consumer Finance India Ltd,Chennai

Customer Support Officer (CSO)

July 2007 - Dec 2008

- Conducting Product Policy Training Programs.
- Communicating and updating the new trends in the Product Policy to the team.
- Resolving customer queries.
- Maintaining the MIS.
- Deliver personalized service over the desk to customers on various banking products, accounts, and services enquiries in an effective and efficient manner.
- Ability to understand customers' needs and provide appropriate solution and attention.
- Identify cross-sell opportunities during customer interaction.

PERSONAL DETAILS

Husband's Name	:	S.Gopi
Date of Birth	:	02 June, 1983
Nationality	:	Indian
Marital Status	:	Married
Gender	:	Female
Languages known	:	English and Tamil

DECLARATION

I hereby declare that all the information furnished above is absolutely true to the best of my knowledge & ability.

GAJALAKSHMI. G

Place :

Date :