

KUMARAN

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Aspiring for challenging assignments in **Human Resource Management** with an organization of repute

~ Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees

PROFILE SUMMARY

- A dynamic HR Professional with **over 7 years** of experience in Recruitment, Resourcing & Development, Performance Management, Compensation & Benefits, Employee Welfare and Administration
- Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
- Proficiency in **manpower management & recruitment process** entailing resume generation, screening and short-listing with appropriate compensation
- Merit of providing **prompt resolution of employee grievances** to maintain cordial management-employee relations
- Experience in implementing **HR systems and policies**, conducting training programs towards enhancing employee productivity and building committed teams
- Successful at motivating staff through clear communication and outstanding organizational skills

AREAS OF EXPERTISE

- | | | |
|--------------------------|--------------------------------|--------------------------|
| - HR Policy Execution | - Recruitment | - Performance Management |
| - Training & Development | - Employee Relations / Welfare | - Talent Pool Selection |
| - MIS Reports | - Competency Mapping | - Statutory Compliance |

EMPLOYMENT DETAILS

Apr' 07 – Till Date with AMC Automotive Pvt. Ltd., Trichy Dist. as HR Manager

Key Result Areas:

- Interfacing with management and heads of department for implementing HR policies & procedures in line with core organisational objectives
- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment, etc.
- Carrying out induction / orientation program to the new recruits
- Updating all new staff details in HRMS (Human Resource Management System)
- Developing & maintaining MIS reports and other operation reports which involves processing daily attendance, updating leave records, permission slips, etc.
- Ensuring adherence to the statutory compliances with respect to factories
- Making a record of the labours as per TN rules under Shops & Est. Act, and other Acts.

Highlights:

- Acquired the Manpower Requisition Form from the respective heads and looked for other candidates in data bank
- Maintained coordination with the Laboulangerie Bakery Outlets & TMP Cars Ltd. Supervisors in TAJ Group of Hotels for HR related activities

With Gem Spinners India Ltd. & its Group Concerns, Uthiramerur

- Maintained a close coordination for the domestic enquiry of suspended employees
- Played a stellar role in organizing and conducting Ayoda Pooja
- Took various disciplinary action towards absenteeism, late attendance and other labour misconducts and successfully reduced the same
- Initiated successful implementation of measures thereby resulting in streamlining the process
- Successfully prepared job description for a higher level position which was pending since a long time, was able to procure the resource at the desired payout level by the company
- Efficiently managed an induction session for the joinees and single-handedly steered the entire proceedings to a successful conclusion, received a verbal appreciation from reporting manager for same
- Identified candidates who were potential exits in the month and successful in counselling as well as retaining them in coordination with the concerned operational heads
- Created a hiring plan and was able to abide by same throughout the quarter, thereby streamlining the entire hiring and retention process for rest of the financial year

EDUCATION

2007	MA (Labour Management) from Tamil Nadu Institute of Labour Studies, Chennai (University of Madras) and	secured 1 st
division marks		
2005	B.L.M. (Bachelor of Labour Management) from D.G. Vaishnav College, Arumbakkam, Chennai (University of	Madras)
with 1 st division marks		

Modules Covered:

- HRM, HRD, Industrial Relations, Organizational Behaviour, Labour Law, Labour Welfare, Training & Development, Social Work, Computer with HRM, etc.

PERSONAL DETAILS

Date of Birth: 12th May, 1984

Languages Known: Tamil, English & Telugu