



# ADARSH. M

**Permanent Address:** Veetiparambil House, Puthucode Post, Palakkad Dist, Kerala, 678687.

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**Snapshot:** A multi-skilled HR professional with **6+** years of functional experience in HR in hospital industry and proven acumen in planning & coordinating HR operations, including Recruitment & selection, Induction & Orientation, Pay roll management, statutory Compliance, Labor Laws, developing and revising policies, etc.

Proficiency in disciplinary actions and developing retention strategies & actively involved in Employee Engagement.

Bears positive attitude able to balance multiple responsibilities with strong analytical and team management skills, consistently delivering results on time.

## CAREER PROGRESSION

### **Senior Executive HR: Since April 2017**

**Avitis Super Specialty Hospitals Pvt Ltd** - 200 bedded Super specialty Hospital in Nemmara, Palakkad which is at its budding stage. ([www.avitishospital.com](http://www.avitishospital.com))

### **Executive HR: April 2014 – April 2017**

**Renai Medicity, Kochi** - 500 bedded Multi Super specialty Hospital in Cochin, Kerala, ([www.renaimedicity.com](http://www.renaimedicity.com))

### **Junior Executive HR: Mar 2012 – Feb 2014**

**AEPL (Amrita Enterprises Pvt.Ltd)** A Pharmacy Division of Amrita Hospital, Kochi. ([www.amritahospitals.org](http://www.amritahospitals.org))

### **Executive HR & Admin: 2011 - 2012**

**ABD Company Pvt.Ltd, Palakkad.**

### **Finance Executive, May 2009 to Oct 2010.**

**Muthoot Finance Limited; New Delhi.** ([www.muthootfinance.com](http://www.muthootfinance.com))

## FUNCTIONAL SKILLS

### **HR Management:**

- ✚ Work with management and employees to ensure understanding of and compliance with company procedures and policies.
- ✚ Coordinating NABH –preparing HR department manuals, policies, & SOP's.
- ✚ Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers and absenteeism rates etc., for employee benefits. Maintain systems as per the Labor law.
- ✚ Conduct research / surveys for best HR practices in accordance with policies & procedures. Always ensure all personnel / organizational policies are communicated to all employees.
- ✚ Plan and co-ordinate preparation of annual operating budgets; interpret budget directives and establish policies for carrying out the same.
- ✚ Direct staff welfare policies with key focus on enhancing employee motivation ensuring optimum and effective utilisation of funds in providing a pleasant work environment with basic amenities in the premises.

### **Compensation, Statutory Benefits & Payroll Management:**

- ✚ Ensure all employees get benefits as per their grades and HR policies on time like Workmen Compensation, Medical Insurance, Gratuity, Bonuses and other allowances.
- ✚ Processing monthly payrolls for about 1000+ employees including contract staff and thereby achieving desired targets as per the policies of the company.
- ✚ Monthly salary processing of Regular and Exit employees, preparation of Salary statement Bank Statement etc.
- ✚ Ensuring Zero Error & forward the salary register for final approval to the top management.
- ✚ Responsible for compliance of statutory compliance such as PF, ESI, PT, LWF & TDS.
- ✚ Ensuring the payments like EPF, ESI, LWF and PT etc.
- ✚ Ensuring the maintenance of all statutory registers.
- ✚ Upkeep & submission of all required forms & statutory registers such as muster roll, salary register, wage slip, fine register, salary advance register etc.
- ✚ Knowledge of Labor Law and exp of dealing with Labor Dept.
- ✚ Computation of salary & other allowances & deduction such as PL encashment, deduction as per clearance form, notice period etc for Full and Final settlement.
- ✚ Settlement of Full and Final settlement & conducting Exit interviews.

### **Recruitment, Training & Development**

- ✚ Identify manpower requirements and plan/manage the complete recruitment life cycle for sourcing the best talent from diverse sources.
- ✚ Identify training needs across all levels by mapping skills required for particular positions and analysing existing level of competencies.
- ✚ Devise creative, cost-effective, morale-boosting programs to increase employee satisfaction, efficiency and productivity

- ✚ Conceive/implement induction programs for employees and regular training to enhance skill sets.
- ✚ Build rapport and motivate resources at all levels in order to expand their capabilities to achieve individual as well as organizational goals.

#### **Admin Operations:**

- ✚ Provide administrative support to the Senior Management by facilitating necessary information to formulate strategies, policies and procedures
- ✚ Participate in executive, management, company staff and other meetings to keep track of requirements, plans and strategies while aiming at achieving the same.
- ✚ Recommend several cost effective initiatives to minimize administration expenses while maintaining systematic record of expenses incurred.

### **ACADEMICS**

**MBA in HR & Finance** from PARK'S College, Tirupur, Bharathiar University in 2009.

**BBM** from Sree Narayana Guru College, Coimbatore, Bharathiar University in the year 2006.

**Plus 2 (Commerce)** from Govt. Higher Secondary School, Kizhakenchery, Palakkad in 2003.

**SSLC** from Sarva Jana High school, Puthucode, Palakkad in 2001.

### **PERSONAL DETAILS**

<b>Contact Address:</b>	Veetiparambil House, Puthucode Post, Palakkad, 678687
<b>Date of Birth:</b>	25-May-1986
<b>Father Name:</b>	P Muthu
<b>Age:</b>	31 Years
<b>Sex:</b>	Male
<b>Marital Status:</b>	Single
<b>Languages Known:</b>	English, Hindi, Malayalam, and Tamil

### **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Name & Signature