

RESUME

GOPIKRISHNAN .J

South Street,
Elangadu (PO)
Thirukkattupalli(via)
Thanjavur (dt) - 613 104
Tamilnadu .

E-mail : mbajgkrishnan@gmail.com

Mobile : +91 9500264545.

An Qualified and Experienced in Human Resource field for more than five years, having more exposure in healthcare industry.

Work Experience:

Working as **HR Executive** in **Meenakshi Hospital** at Thanjavur (July2015 - Till date).

Reporting to : HR Manager

Roles & Responsibilities:

a) Pay Roll:

- Ensuring punch report and updating leave approval.
- Collecting Attendance report from various departments.
- Posting all the deduction to the concern staffs.
- Generate salary report and verified through Audit department.

b) Recruitment:

- Sourcing of candidates through Walk-in resumes, Job Portal
- Co-ordinate & schedule interviews with the candidate and the technical team.
- Recruitment process coordination
- Receiving candidates resume and short-listing according to relevancy.
- Updating new joiners in MIS report.

c) Induction & Joining formalities-

- Ensure the personal file documents are filled by the new joiners.
- Coordinate with Bankers for account opening for the new joiners, ID card coordination.
- Documentation Verification, Personal File Creation, Company policy and HR policies briefing to the new joiners.
- Establish, maintain, review and communicate personnel procedures and ensure effective communication of H.R. related matters to employees.

d) Training & Development:

- Prepare yearly training calendar.
- Identify the resource persons from internal or external sources to conduct the training programmes.(NABH, BLS, ALS, Motivational Class, Technology Enhancement)
- Planning, implementing then coordinating Training & Development, Mock Drills,
- Prepare Monthly Training Report & Maintaining Training records.

e) Statutory :

- Prepare Incident & Claim Report whenever necessary and coordinate with officials.
- Filing of PF Record Correction and UAN Activations / Updation
- Following License applying & renewal process as relevance.
- Enrollment process of PF and ESI Portals

f) Others:

- Role as Team Coordinator in Internal Quality Audit for NABH Standards.
- Worked in NABH Reaccreditation Hospital and NABH for Nursing(Nursing Excellence).
- Working for Upcoming Accreditation like Emergency Medicine, Radiology & Imaging Sciences, Blood bank ,NABL, and 5 's Certicifation.

- Coordinator in MEM(Masters in Emergency Medicine) & DNB (Diploma In National Board) Courses.
- Worked as Event Coordinator in Meenakshi Hospital Conferences & Programs like (Nutrition & Dietetics, Physiotherapy, Nursing CNE, Medical Records, Quality Conference).
- Other Staff Engagement Program like Festival Games, Internal Competitions.

Worked as a **HR Recruitment Executive** in **Getplaced IT Consulting** at Chennai (Jan2013–June2015).

Roles & Responsibilities:

- Handling various client engagement for IT and Non IT fields
- Sourcing profile through various channels (Job portals, Referrals, Consultants, Business Networking).
- Pre-Screening resumes, shorts listing and evaluating the potential candidate in terms of qualification, work experience, previous references.
- Schedule for Initial phone screening, short-listing profiles, conduct interviews and Follow-up/co-ordination with potential candidates for prospective employment.
- Identifying suitable candidates before stipulated period as per the requirement, Scheduling interview for short listed candidate.
- Follow-up with selected consultants till they joins and after also.
- Monitoring and communicating updates on assigned industry verticals and major accounts.
- Ensure that Recruitment plans & targets are met as scheduled & within the stipulated budget.
- Maintaining Trackers and reports
- Client List includes most of the CMMi-5 Level companies and Mid size companies

Clients : Happiest Minds, CTS, TCS, Tech Mahindra, Lnt infotech, Matrimony, Atos, VIT, Aspire,

Project :

A study on Performance of Human Resource Department at RANE NSK steering systems Limited, Chennai

ACADEMIC DETAILS:

S.No	Examination passed/appearing	Stream	Year of passing	Institution	Percentage
1.	MBA	Human Resource & Marketing	2012	PRIST School of Business, PRIST University ,Thanjavur.	82
2.	B.Sc	Computer Science	2010	National college , Trichy.	67
3.	Higher Secondary	(BMCP) Business machines & Computer Programing	2007	Sir Sivaswamy Balavidhyalaya Metric Hr.Sec. School	70
4.	S.S.L.C	General	2005	Sir Sivaswamy Balavidhyalaya Metric Hr.Sec.School.	57

Achievements:

- Got Rajyapuraskar award in scout by Governor of Tamil Nadu.

- Executive in HOPE Association, PRIST School of Business.

Co-curricular activities:

- Participated in Management Meets and Seminars.
- Participated in Experiential learning program.

Personal Details:

Father Name : Jayaraman .E
DOB : 07/02/1989
Nationality : Indian
Marital Status : Single
Languages Known : Tamil, English
Permanent Address : South Street,
Elangadu (Po), Thirukattupalli (Via),
Thanjavur (DT)-613104
Tamil nadu.

DECLARATION

I hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

(Gopikrishnan J)