

To work in a Challenging Environment and to acquire Professional Excellence, thereby contribute to Growth, Profitability and add Value to the Organization.

SYNOPSIS

- | | | |
|-----------------------------|-------------------------|--------------------------|
| - Payroll | - Administration | - Auditing |
| - Recruitment | - Petty Cash Management | - Performance Appraisal |
| - Compensation & Benefits | - Welfare / IR | - General Administration |
| - Liaisoning & Coordination | - Statutory Compliance | - Grievance Handling |

- 7 Years above professional experience
- Expertise in Recruitment, Payroll Management, Statutory compliances and General Office Administration.
- Expertise in implementing different policies to achieve and improve the overall efficiency of the employee and organization.
- Good relationship management & negotiation skills in liaising with employees, different Gov dept., Vendors, other institutions and authorities.
- Well versed with Microsoft Office & Internet Application.

PROFICIENCY FORTE

HR Operations:

- Handling smooth implementation of HR policies involving manpower planning, recruitment, selection, induction, orientation & development of new employees in the organization.
- Managing development / administration of payroll/ compensation structure including periodic performance reviews, appraisals, and incentive schemes for all staff members.
- Executing the career growth strategies i.e. promotion of employees, increment, etc. based on the performance of employees.

Welfare / IR:

- Managing activities like welfare, discipline, overall work culture, etc. to enhance motivation & productivity levels of employees.
- Maintaining employee's personal files, records of day to day activity, time keeping, payroll system, PF, ESIC, Handling Labour Office/ Contractors/ EPF/ESI Inspections.

Liaison & Coordination:

- Manages unemployment claims, return to work and worker's compensation programs.
- Interacting with EPFO, ESIC & Labour Department, Local Office, etc.

General Administration / Personnel Management:

- Ensuring effective rendering of services, buyer's compliance, and maintenance of personnel records as per budgeted parameters.
- Conducts investigations and make recommendations regarding issues of staff disputes or misconduct.

STRENGTHS

- Ability to motivate others to think up innovative ways to achieve targets and generate new ideas.
- Good analytical and problem solving skills and ability to get results.
- Possess drive, determination, enthusiasm along with commitment.
- Good interpersonal skills with exceptional team building and leadership qualities.



**MADURA INDUSTRIAL TEXTILES LIMITED – SARIGAM GUJARAT
HR Executive (June 2015 to present)**

About Company:-

Established over a hundred years ago, Madura Industrial Textiles (MIT) is a trust inspiring name offering industrial fabrics for tires, conveyor belts and mechanical rubber goods industry. MIT also produces its own Nylon 6 Polymer & Nylon 6 Yarns to support its own production. MIT is consistently rated amongst the top suppliers in India with 3 top of the line manufacturing units in the industrial belt of Vapi-Silvassa,

- Reporting to the Sr. General Manager.

Responsibilities:

➤ **Recruitment, Employee Joining & Exit Formalities**

- Searching suitable candidate through online job portals & Placement Cells, Coordinating & conducting interview.
- Prepare & issue- Offer letter, Appointment letter, Confirmation letters, Increment/Promotion letters, Warning letters, Relieving letter, Experience letter etc.
- Opening employee bank accounts.
- Maintaining employee personnel file / records from joining to exit and updating HRIS.
- Ensuring Resignation and exit formalities and arranging for Full & Final Settlement.

➤ **Statutory Compliances**

- EPF Act: -Online Challan & ECR generation, filing Returns & Remittance.
- Gratuity Act & Bonus Act:- Calculation, Maintaining required registers & returns.
- Contract Labour Act & Labour Welfare fund compliances.
- G.P.C.B Monthly & Yearly Returns.
- Payment of Wages Act, Minimum Wages Act

➤ **Payroll Management**

- Preparation of salary break-up and Designing CTC, Calculation of Gross and Net salary.
- Employee Attendance and Leave management & Salary disbursement.
- PF Calculations,
- Processing and maintaining registers of OT, Advance, Loan, Leave encashment, Diesel/petrol,

➤ **General Office Administration**

- AMC management and renewal.
- Petty Cash Management.
- Handling all types Company insurance matters- WC, Vehicle insurance etc.
- Preparing Rent Agreements & Vehicle Work orders and maintaining related records.
- Employee Grievances handling.
- Responsible for local purchasing of printing & stationery and other items as per requisition.



**PRINCE SWR PRIVATE LIMITED – HYDRABAD UNIT
HR Executive (December 2014 to June 2015)**

About Company:-

PRINCE SWR Systems are the initiator and trendsetter in **PVC SWR Systems in India, including the recent 250 mm range of SWR Systems. Over the years **PRINCE SWR SYSTEMS PVT. LTD.**, have responded to the need of the market. All the while, a high standard of quality has been maintained during the innovation and additions to their product range which lead to the achievement of the ISI mark for pipes.

175 Above company laborers & 150 above contract labors are working.

- Reporting to the Plant Manager

Responsibilities:

- Maintains various Records like Personnel Files Attendance, Leave, Overtime, with using Time Office Software.
- Back ground verification, joining formalities, other letter issuance (HRMS).
- Plan for organizing & conduction training /development programmers, in association with the external/ internal trainers/ consultant.
- Maintain PF / ESI Register/Records etc
- Attendance, Leave record maintenance and verification
- Ensure the processing of new hires, transfers, promotions and terminations is accurate and timely
- Generation and Maintenance of effective MIS Reports periodically
- Preparing the statement of Annual increments / Bonus / Leave Travel Allowances and employees
 - **M.I.S Management**
 - Drafting & Preparing Daily, Month, & Yearly Man Power Management Reports.
 - Drafting & Preparing Dept. Wise Management Report.
 - Ensure the weekly MIS for the process is sent to Manager HR by the end of each week.
 - **Administrative Role**
 - Responsible for Security, Housekeeping & Pantry Staff.
 - Responsible for all day-to-day HR, Personnel & General Administrative activities.
 - Office & Building Maintenance.
 - CCTV Camera Monitoring & Reporting
 - Monitoring the repair & maintenance of Company Vehicles.
 - Maintaining employee master data. (HRIS)
 - Canteen & Reception Audit



PRESTRESS WIRE INDUSTRIES – SILVASS UNIT
Sr. HR Executive (November 2010 to December 2014)

↳ **About Company:-**

Prestress wire industries make PC wire, Stay wire, and Galvanized Strands wire. This wire is used in concrete applications like Concrete Electricity Poles, Railway Sleeper and PSC grinder. Prestress Wire Industries are two plants in Rakholi & Falandi, 150 Above company laborers & 100 above contract labors are working in one plant.

- Reporting to the Sr. General Manager

Responsibilities:

- Preparation, finalization & distribution of salary and wages of company's & contractors Employees.
- Maintaining attendance records leave records, OT records of Employees, Company & Contract Manpower.
- Maintaining daily performance of employees: - absenteeism, late coming, early going, outdoor duties, gate pass & Daily Manpower MIS to Top Management.
- Managing the Payroll functions at all levels Managers, Staff & workman.
- Assisting in handling promotions, up gradations, transfers, annual revisions. Full & Final settlement of Employees.
- Budget the HR departmental expenses, monthly, quarterly and annually

▪ **Administrative Role:**

- Preparation, finalization & distribution of salary and wages of company's & contractors Employees.
- Maintaining attendance records leave records, OT records of Employees, Company & Contract Manpower.
- Maintaining daily performance of employees: - absenteeism, late coming, early going, outdoor duties, gate pass & Daily Manpower MIS to Top Management.
- Managing the Payroll functions at all levels Managers, Staff & workman.
- Assisting in handling promotions, up gradations, transfers, annual revisions. Full & Final settlement of Employees.
- Budget the HR departmental expenses, monthly, quarterly and annually

▪ **Key Highlights:**

- ↳ Played a key role in assisting the HOD in selection & recruitment; induction, annual performance appraisal, etc.
- ↳ Successfully developed leave record data & salary sheet formats to maintain required data.
- ↳ Took initiatives to enhance efficiency related to training needs, appraisal & competence matrix, etc.
- ↳ Attained cost reduction by reducing absenteeism within the organization by continuous interaction with employees & motivated them to perform in a better manner.

EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

- MBA (HRM) from VINAYAKA MISSION DISTANCE EDUCATION, Chennai
- B.Com With Computer Application, Kannur University, Kerala INDIA
- HSC Examination specialized in Social Work board of Kerala INDIA
- S.S.E Examination Board of Kerala INDIA

IT SKILLS

- P.G.D.C.A Computer course
- Proficient in Ms Office, Microsoft Word, Microsoft Excel, Microsoft Power Point.
- Mailing Software, e.g. Microsoft Outlook & Outlook Express 2003/2007, Internet & E-mail operations
- Payroll Software's.

Personal Vitae

Father's Name	:	Mr. K. R Madhu
Date of Birth	:	30 th Oct 1989
Age	:	27 Years
Pan Number	:	CDWPK3774Q
Pass Port No	:	K 1514924
Date of Expiry	:	26/01/2022
Hobbies	:	Reading Books & Playing Cricket
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English, Hindi. Tamil & Malayalam
Permanent Address	:	Kochuveetil H,Chempanthotty [PO] Kannur[D] Kerala - 670631

Declaration

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

Date:

With Regards,

Place:

Sanil Kumar KM
