

RAHUL MOHAN

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OBJECTIVE

Looking forward career in HR profession eager to leverage **Eight years plus of experience** and suitable for any HR positions. Highly organized, efficient and skilled in a variety of office support which is suitable for a career oriented and challenging job in a professional environment where I can prove my skills and utilize my knowledge with most efficiently and effectively.

SUMMARY

An accomplished and self-driven professional with an entrepreneur spirit and strong interpersonal skills. Possessing a proven ability to contribute to a company at both strategic and operational level when delivering people management strategies. Qualified with Master of Business Administration specializing in HR. Experienced in man power planning, recruitment, developing performance management system, developing employee welfare programs, identifying training needs and conducting trainings, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees. And well versed with People Soft.

HIGHLIGHTS

- Hiring/ Retention
- Payroll/ Benefits/ Compensations
- Employee relations/ Welfare/ Developments/ Appraisals
- Personal records maintenance
- Administration

EXPERIENCE

Human Resources Manager

Oct 2018 to Current

EZRA HOMES, Puthencruz, Ernakulam, Kerala.

- Oversee day to day HR activities and operations.
- Serve as link between Management and Employees by handling questions, interpreting, administering and helping resolve work related problems to foster positive environment.
- Attendance and leave management.
- On time payroll processing for all employees and working out compensation plan.
- Payroll processing for daily wages labours, sub-contractors.
- Overall responsibility of manpower planning and recruitment.
- Developing and implementing disciplinary policies.
- Developing the exit process for the employees.
- Dealing with the final settlement of employees when they leave.
- Maintaining various reports and documents.

Human Resources Executive

Mar 2018 – Sep 2018

Ashlyn Chemunoor Instruments Pvt. Ltd, Thrissur, Kerala.

- Recruitment
(Direct mail resumes, Naukri.com, Indeed.com, Monster, Internal reference, Recruiting agencies)
- Create, maintain and update database (employees, interviews, troulbers, black list)

- Joining formalities and documentations (Employee form, CV, PF, ESI, Insurance, exit form)
- Offer and confirmation and appointment letters.
- Employee orientation and induction.
- Support in appraisal process.
- Employee training programs.
- Managing work place safety.

Human Resources/Admin Executive
Jain Public School (Amar Prakash Developers), Chennai, Tamil Nadu.

Apr 2016 – Dec 2017

- HR activities includes processing payroll for the staff, Recruitment, Induction for new joiners, Creating SOP's, Employee welfare activities and addressing grievances from Parents and the staff
- On time payroll processing.
- Attendance and leaves management through HRMS.
- Worked closely with the School Management for the CBSE affiliation for the School happened in the month of Jun'17
- Working closely with the Correspondent of the School for the development of the School which includes training and development, Gap analysis etc.
- Admin activities includes facility management, Coordination with other stake holders for the various school activities
- Petty cash management, fees collections and deposits
- Stationeries, uniforms, books purchases
- Supported in infrastructure maintenance and Housekeeping.

Administration

- Vendor management for infrastructure maintenance and support.
- Procurement of office H/K, stationeries and medicine.
- Guest house maintenance.
- Supporting in events.
- Internal cleanliness.
- Safety and security.

Manager
Sabari Engineers and Contractors, Surat, Gujarat.

Aug 2012 – Jan 2016

- Entry level hiring comprises of Technical and Non-technical including Engineers, Architects, Support functions and labors (Housekeeping, Helpers etc.)
- On time payroll processing for all the employees (Fulltime, Part-time, contractors)
- Processing vendor payment within the stipulated time.
- Interaction with the local government officials for smooth transaction of business.
- Weekly attendance reconciliation with the Managers.
- Conducting open house meeting and quarterly meeting across all departments.

Manager (Manpower)
Sargam projects Pvt. Ltd, Surat, Gujarat.

Jul 2011 – Jul 2012

- Maintaining the personal file of Employees
- Taken care of the complete documentation in terms of license, agreements and other important contents
- Payroll and Attendance managements for the employees
- Involved in end to end entry level hiring from the Ramp up for a new project.
- Accommodation maintenance.

Commis II (Food Production)
The Leela Kempinski, Kovalam, Trivandrum, Kerala.

Apr 2008 – Mar 2009

- Food production and delivering food
- Supporting and assisting CDP and DCDP in the daily operation and work
- Prepare the ‘mis en place’
- Assisting with stock rotation
- Keep work area at all times in hygienic conditions

EDUCATION

- **MBA(HR & Systems)** from Karpaga Vinayaga Institute of Management, Tamil Nadu in the year **2011**.
- Bsc. Hotel Management & Catering Science from J.J College of arts and science, Tamil Nadu In the year 2008.
- HSC – 12th STD (2005), SHMBS High School, Surat, Gujarat.
- SSLC – 10th STD (2003), Logos Mission High School, Surat Gujarat.

COMPUTER KNOWLEDGE

- MS Office
- HRMS (Software)
- ERP (Software)

PERSONAL DETAILS

Father's Name : K. P Mohan
Date of Birth : 11/04/1987
Marital Status : Married
Languages known : English, Hindi, Malayalam, Tamil, Gujarathi.
Permanent address : Karamakkal house, Padiyam P.O, Muttichur, Thrissur, Kerala – 680641
Hobbies : Travelling, Playing badminton.

References: Available on request.

RAHUL MOHAN.