

PROFESSIONAL SUMMARY:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and helps me to achieve my individual goals through organizational goals.

ACADEMIC CREDENTIALS

Masters in Business Administration - Full Time (HR and MARKETING) Adhiparasakthi Engineering College (Anna University), Melmaruvathur, Completed in the year of 2017.

Bachelor of Arts - Full Time (English Literature) CSI Bishop Appasamy College (Bharathiyar University), Coimbatore, Completed in the year of 2015.

ORGANIZATIONAL ACHIEVEMENT

- Won "Early Bird-(2018)" Award for the best performance during the probation period.
- Two Years of pending PF issues have been cleared in a month.

ORGANIZATIONAL EXPERIENCE

Organization: Sun Business Solutions Pvt Ltd (Sun Group)

Designation: Senior Executive- HR

Duration: Sep 2019 – June 2020

Recruitment

- Sourcing the profiles through the job sites (Naukri), social Medias and internal reference.
- Conducting interviews and filtering candidates for open positions.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on a consistent set of qualifications.
- Manages new employee relocation by determining new employee requirements; negotiating with movers; and providing community introductions.

Joining Formalities

- Collecting the documents from new joiners and maintaining the database.
- Collecting the previous company PF & ESI details.
- Induction- Explaining the policies to the new joiners.
- Sending the newcomers details to the IT Team and getting Biometric access for them.

ESI Registration

- Generating ESI number for new joiners.

Employees Engagement

- Interacting with traineed/ New joiners and solving their problems.
- Solving employees queries(Attendance, Salary, etc)

ORGANIZATIONAL EXPERIENCE

Organization: Alice Blue Commodities (P) Ltd (Bangalore).

Designation: EXECUTIVE - HR

Duration: Jan 2018 – May 2019

Recruitment:

- Sourcing the profiles through the job sites (Naukri), social Medias and internal reference.
- Conducting interviews and filtering candidates for open positions.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on a consistent set of qualifications.
- Manages new employee relocation by determining new employee requirements; negotiating with movers; and providing community introductions.

Statutory & Compliance

- Ensure statutory compliance through coordination with Branches.
- Audit of PF / claiming and other vendors on statutory compliance
- Assisting in documentation of all case and compliance documents for Audit Compliance.

Employee Life Cycle Management:

- Ensuring completion of Joining Formalities for all location
- Collecting all supporting documents.
- Preparing offer letter and Appointment letter.
- Organize, maintain and update employee HRIS information as needed.
- Collecting details of selected candidates for issue of employee's identity card, Mail ID creation Employee Code creation.
- Responsible for generating reports on walk-in interviews conducted.
- Conducting exit interview for resigned employees

Attendance Policy:

- Creating Attendance and leave policy to be adhere for employees
- Updating newly joined employees into the attendance system monitoring daily attendance.
- Handling leaves and regularization queries and updating leaves of the Employees cross verification of Comp off with concerned departments.
- Record employee information such as Confirmation, transfers and resignations in order to maintain and update payroll records.
- Final Attendance submission for employees salary processing and sending to the account department.(Using Software FactoHR).

Performance Management System:

- In order to analyze the Performance Measurement of Employees
- Evaluating the report and arranging discussion with employees for better upcoming performance outcome.
- Submission of Final Report to the Management.

ORGANIZATIONAL EXPERIENCE

Organization: GK Power Expertise (P) Ltd (Nandambakkam)

Designation: Generalist - HR

Duration: Jan 2017 – Dec 2017

Role/Significant Contribution

- Working on Payroll System.
- Sourcing Potential candidates from various channels(Job portals, social medias and Campus)
- Crafting recruiting emails to attract passive candidates.
- Interview Candidates in person/ Phone.
- Send job offer emails and answer queries about compensation and benefits.

Computer Proficiency

- MS Office, Operating System: Windows XP/7/8/10 (Software – 16.0)

Project Undertaken

Winter Project:

- A Study on Training and Development followed at RB Enterprises, Chennai

Training and Development

- Active member in organizing department programs conducted in MBA.
- Participated in a one day workshop on " Entrepreneurship Orientation Programme" organized by SKP engineering college and certified by MSME.
- Won III Place in Essay Writing Competition at Intra-college level.
- Participated in One day international Seminar on "Dimensions of Anthropocentrism" and Presented a Paper on Fantasy.

UNIQUE STRENGTHS:

- Behavioral: Patience, Hardworking, Amicable
- Professional: Teamwork, Optimistic Outlook, Commitment, Quick Learner.

My Clifton Strengths Finder Gallup Strengths:

- Strategic, Connectedness, Inculder, Arranger, Maximizer.

PERSONAL DETAILS

Father name : R. Veerakannu
Mother name : V. Lakshmi
Date of Birth : 02nd Sep 1992
Linguistic Exposure : English, Tamil (Read, Write & Speak)
Mail Id : rvkveera2lakshmi@gmail.com
Contact : 9600808220

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place :

Veeramani V

Date :