V.MAHESH KUMAR Date:

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Contact No: 9952584041

Aspiring for challenging assignments in **Human Resource Management** with an organization of repute. Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees and also maintaining payroll process.

# PROFILE SUMMARY

* A dynamic HR Professional with **3 years of experience** in Recruitment, Resourcing & Development, Performance Management, Compensation & Benefits, Employee Welfare and Administration
* Proficiency in **manpower management & recruitment process** entailing resume generation, screening and short-listing with appropriate compensation
* Merit of providing **prompt resolution of employee grievances** to maintain cordial management-employee relations
* Experience in implementing **HR systems and policies**, conducting training programs towards enhancing employee productivity and building committed teams
* Successful at motivating staff through clear communication and outstanding organizational skills

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| **AREAS OF EXPERTISE** |  | |
| - HR Policy Execution | - Employee Relations / Welfare |  |
| - Training & Development | - Performance Management | - Exit formalities |
| - Recruitment | - Statutory Compliance | *-* MIS Reports |
| **EMPLOYMENT DETAILS** |  |  |

**July’ 2017 – Till Date with Theni Anantham silks and Readymades Pvt. Ltd., Madurai Branch. as HR Executive**

# Key Result Areas:

* Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives
* Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
* Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment, etc.
* Carrying out induction / orientation program to the new recruits
* Updating all new staff details in HRMS (Human Resource Management System)
* Developing & maintaining MIS reports and other operation reports which involves processing time office management like daily attendance, updating leave records, permission slips, etc.
* Ensuring adherence to the statutory compliances with respect to establishment
* Filing Monthly contribution of PF & ESI for over **600 employess**.
* Making a record of the labours as per TN rules under Shops & Est. Act, and other Acts.

# Highlights:

* Recruiting the Manpower for various departments and manage the overall **HR operations**.
* Maintained payroll process, employee details and statutory compliances for over **600 employees.**
* Direct Reporting to **Managing Director**

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| **EDUCATION** |  |

# 2017-MBA (Master of Business Administration) in specializations of HR & Marketing from Vivekananda Institute of Management Studie (Business Scholl) Affiliated to Anna University with percentage of 63.5.

# 2015- B.COM.CA (Bachelor of Commerce with Computer Application) from Kongu Arts and Science College Affiliated to Bharathiyar University with percentage of 61.

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| **SALARY DETAILS** |  |  |

# Current CTC: 2.16 - Per Annum

# Notice period: 15 days (will re-allocate any were in Tamilnadu, Bangalore)

# PERSONAL DETAILS

Date of Birth: 21st April, 1994 Native: Erode

Languages Known: Tamil & English