

INDUMATHI J

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SYNOPSIS

- MBA Graduate with **5+ year's** comprehensive experience from automobile and service industry.
- Very responsible, high standards and strong work ethic resulting in quality work at all times.

EDUCATION

MBA-HR & Finance, Vel Tech College of Engineering, Anna University, Chennai, India, 2006 – 2008, 73% Score

B.COM, Jaya College of Arts & Science, Madras University, Chennai, India, 2003 – 2006, 70% Score

Post Graduate Diploma in Computer Application, WCT Computer Education Training Centre, Chennai, India, 2002.

PROFESSIONAL EXPERIENCE

BRIDGER, Consulting Me, Sharjah, UAE, HR Generalist, June'17 to till date

Responsibilities

- Handling general HR activities (Payroll, Recruitment, Training & Development and Welfare Management)
- Managing Admin activities
- Report Preparation, Database Management, HRMS, Manpower Reports etc...

M/s. SL LUMAX LTD, Chennai, India Tier 1 Suppliers - Hyundai Motors Ltd, Assistant Officer-HR, April'09 to Sep'12,

Responsibilities

Payroll administration/ Personnel Management

- Time office (Thro' Proximity and Biometric system for staff, workers, trainees and contract labor)
- Handle daily attendance from attendance software (C Pay through ZECONS)
- Prepare Absenteeism report (1200 employees)
- Monthly salary process for staff, workers, trainees and contract labor (1200 employees)

Training & Development

- Manage all training & development activities like
 - a) Skill needs identification
 - b) Preparation of training calendar

- c) Organizing training programs, Feedback Analysis
- d) Evaluation of training program

Welfare Management

- Canteen management (Overall activities - Monthly processing and maintenance)
- Welfare activities - Monthly (Refreshments, Employee Engagement Program)

Talent Acquisition (Post & Pre)

- Handling interview for executives, trainees and contract labors
- Recruitment, Induction, master updations and joining formalities
- Interview scheduling for senior level candidates
- Issuing offer and appointment orders to trainees and executives
- HR data base administration (Staff, workers, trainees and contract labors)

Statutory Management

- Provident Fund (PF) and Employees' State Insurance (ESI) monthly returns coordination
- Half yearly returns to ESI
- Annual return of PF co-ordination
- Form 5 & 10 preparation

Management Information System (MIS)- HR

- Monthly addition and deletion report to Executive Director-HR
- Monthly man-hour data to Executive Director coordinating with Production and Control department
- Report to HR Manager for HRMIS, MR/KPI meeting

Other Activities Management

- ID card preparation to all level of employees
- Bank loan coordination for interested employees
- Account opening coordination for new joinees
- Visa processing
- Editor of company magazine
- House keeping maintenance

M/s. ANGEL STOCK BROKING PVT LTD, Chennai, India, Back Office Executive, Sep'08 to Feb'09

- HR Coordinator – Assisting the HR Manager
- Backend support for database management of Mutual Funds

SOFT SKILLS

- Computer Proficiency: MIS-HR, MS Office, MS Excel, MS power Point
- Backend

ACHEIVEMENTS

- Received “**BEST EMPLOYEE AWARD-2011**”(SL LUMAX LTD)
- Successfully initiated and installed new payroll system “**HRMS**” (Human Resource Management System) Advanced level
- Proposed and installed a new “**Biometric**” system for contract labours

PERSONAL PROFILE

- Date of Birth : 09-May-1986
- Nationality : Indian
- Marital Status : Married
- Passport No : M7633387
- Visa Status : Resident