CURRICULUM VITAE

**SARAVANAN VK**

**Email :** vksaravanan1220@gmail.com

Mobile No: 9448018283

**Objective:**

Continuously strive for professional excellence and individual satisfaction. Make a positive contribution through my knowledge, experience, skills, to the organization as well as enhance my knowledge and expertise, thereby achieve personal and professional growth.

**SUMMARY OF SKILLS AND PROFESSIONAL EXPERIENCE**

Overall 15 years of rich experience in handling Human resources. Skilled in handling HR – Payroll, Loan disbursements, Employee Reimbursements – Medical, LTA, Petrol & Maintenance, Statutory – ESI, PT, Superannuation claims of employees. Adept in employee relations with exceptional interpersonal skills and hands on experience in training and development.

**WORK EXPERIENCE**

# HR Executive

Raxa Security Services Ltd (GMR Group) - Bangalore Urban, Karnataka - January 2014 to Present

Currently working as **Executive HR** in handling Statutory compliance (ESI, PT, & LWF) for 5700 plus employees. Having good exposure in SAP.

 **Responsibilities**

* Handling Payroll administration end to end. Ensure Payroll, Reimbursements Smooth Functioning.
* Preparing salary register for F&F and regular payroll, Bank advice, Head count report,
* Bonus, Loan reports, JV etc.
* Managing the reimbursement process flow by coordinating with reimbursement team.
* Activating FBP and Investment declarations tool on web.

Responsible for IT investment proofs verification, E-tds quarterly returns process, sending the quarter wise 24Q reports and the e-TDS acknowledgments to the clients.

* Form 16 Generation process during the year end and sharing the Form 16 to employees.
* Statutory Compliance – Handling ESI, PT, LWF, Superannuation.

# Process executive

Kelly India Services Pvt Ltd - Bangalore Urban, Karnataka - October 2012 to January 2014

* Handling employee queries related to payroll, PF, ESI, tax and all other HR operation queries.
* Prepare special reports such as Manpower, AOP, and headcount as required.
* Responsible for payroll inputs and various employee data audits.

# HR Executive

Crossdomain Solutions Pvt Ltd - Bangalore Urban, Karnataka - May 2011 to October 2012

Worked as implementation consultant (Onsight project) Handling HR modules.

1. **E**mployee **D**atabase **M**anagement', **L**eave **M**anagement **S**ystem
2. **P**ayroll **P**rocess, **E**mployee **R**eimbursement **P**rocess
3. **MIS** and **M**anagement **R**eports

# Team Member

GMR Group - Bangalore Urban, Karnataka - October 2010 to April 2011

Worked as a consultant for GMR Group handling the role of internal audit for employee personal files. The job involves verifying presence of documents like employment application and resume, offer letters and signed documents, such as employment agreements or contracts, basic employment data, birth and education certificates, experience certificates etc.

# Process Associate

Mafoi Management Consultants - Bangalore Urban, Karnataka - May 2005 to September 2010

Worked as a Team Member - payroll. During the tenure I was handled the following activities:

1. Creation of New joinee profile
2. Playing the role of payroll coordinator and consolidating payroll inputs for across the regions.
3. Handling Insurance, ESI & Professional tax report consolidation and sending it to Compliance team.
4. Handling employee reimbursements like Petrol & Maintenance, Medical reimbursement, Telephone & mobile bill reimbursements..

# Proprietor

Data Plus - Bangalore Urban, Karnataka - June 1994 to April 2005

Having own firm during 1994 to 2005. Working for data implementation for major national banks.

EDUCATION

# B.Com in Commerce

bangalore - Bangalore Urban, Karnataka

# PERSONAL DETAILS

**Date of Birth :** 22.02.1972

**Sex**  : Male

**Father Name** : (Late) V L Kuppa Swamy

**Marital Status** : Married with two kids

**Permanent Address** : #33, 4th A Main Road, Kalyan Nagar,

Nagarabhavi Post, Bangalore – 560072.

**Languages Known :** Kannada, English, Tamil & Hindi.

**DECLARATION**

 I hereby declare that all the above furnished details are true and correct according to my knowledge.

Yours faithfully,

 **VK Saravanan**