

## MANIKANDAN P

63/97 V.M.PETTAI, PALAKKARAI, TRICHY - 620008.

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9994174393



### OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### EXPERIENCE

#### Atlas hospitals

2021 -

HR & ADMIN Manager

Staffs Recruitment, payrolls generation, Training, Staffs pay and allowance fixation, PF and ESI enrollment, challan creation, report upload portal, claim process, etc., labour's welfare file creation and maintenance, and pollution, fire license process, bio-medical agreement process and hospital NABH norms act to create file and record maintenance, etc.,

#### GVN Hospital private limited

2018 - 2021

HR & ADMIN Manager

Staffs Recruitment, payrolls generation, Training, Staffs pay and allowance fixation, PF and ESI enrollment, challan creation, report upload portal, claim process, etc., labour's welfare file creation and maintenance, and pollution, fire license process, bio-medical agreement process and hospital NABH norms act to create file and record maintenance, etc.,

#### Maalaimalar & R tec ads

2015 - 2018

Reporter & Marketing Incharge

Reporter & Marketing

#### Kal publication

2009 - 2014

Marketing incharge

Classified incharge

#### Triumph formulations

2007 - 2009

Medical representative

Marketing executive

### SKILLS

1st class grade in English  
typerwriting in lower hand

### EDUCATION

**BHARATHIDASAN UNIVERSITY**

*2008 - 2009, 2011 - 2012*

**M.B.A. HR & FINANCE**

1st class

**ST.JOSEPH'S COLLEGE**

*2004 - 2007*

**B.A. ECONOMICS**

1st class

**ST.JOSEPH'S COLLEGE HR.SEC.SCHOOL**

*2003- 2004*

+12

807

**ST.JOSEPH'S COLLEGE HR.SEC.SCHOOL**

*2001- 2002*

10th

301



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