

CHANDRU KUMAR R

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Career Objective:

To be a significant part of a creative, challenging and dynamic organization and gradually lead my way to the top by applying my knowledge and constantly learning new dimensions of the corporate world.

Personal Qualities:

- Ability to deal with people
- Curiosity to Learn new things
- Strong leadership and motivational skills.
- Potential to handle pressure.
- Excellent in communication in written and verbal both.
- Ability to handle the team.

Professional Summary

- Strong in credentials of business managements required for an organization.
- Professional in handling Finance, Marketing, and HR department.
- Developed business development process by coordinating with top level management.
- Proficiency in business process management software (Tally and ERP)
- Excellent in written and verbal communication.
- Communicate with the external vendors for business requirements.
- Strong leadership and motivational skills.
- Potential to handle pressure.

Achievements:

- Managed the HR & admin activities independently as per the expectation of the company.
- Develop an absolute transparent culture among the employees and HR.
- Introduced Personal file documentation of each employee.
- Started the exit interview system for the first time.

Project Details:

DISSERTATION titled A Study on Effectiveness of Training and Development. The intention of this research is to analyse and evaluate the effectiveness of training and development process in Dustven Pvt Ltd . The

INTERNSHIP titled Organisational Study at Systematic Exports. This project report mainly concerned to “Systematic Exports Limited” Bangalore .It includes all over departments of the company and provides the detailed information about each and every aspect of the company.

Technical Skills:

Packages	:	MS-Office, MS-Excel, Internet Applications, Tally
Operating Systems	:	Windows Xp
Software	:	Greythr/Marg

Academic Qualifications:

Course	Specialisation	University / Board	% of Marks	Year
MBA	HR & Finance	Govt RC College of Commerce and Management (Bangalore University)	67.61%	2014
B.Com	Accounts	Govt First Grade College, Peenya, Bangalore (Bangalore University)	61.66%	2012
PUC	Commerce	Govt. PU College Peenya, Bangalore (Karnataka Pre University)	71.83%	2009
SSLC		ST Mary's High School (Karnataka State Board)	71.20%	2007

Work Experience:

SLN Trading Corporation, SR Executive - HR & Admin

Jan '18 – Till Date

Job Responsibilities:

- a) Handling recruitment through various streams
- b) Checking for the Budget, pre-joining documentation, current CTC of the candidate with the proposed CTC and getting the required approvals before issuing the offers
- c) Issuing Offer Letters, Appointment Letters, & Confirmation Letters.
- d) Taking Exit-Interview and Issuing Reliving letters & full and final statement of existing employees.
- e) Monthly updating of the Leave records of all the Employees on the Biometric System. & following up for the Leave applications with the Employees.
- f) Payroll processing of the employees.
- g) Query and grievances handling of the Employees.
- h) Preparing MIS and following up with the Business Development Manager.
- i) Participating and Discussing with Management regarding the new policies.
- j) Maintaining the records of the employee by maintaining their personal file.
- k) looking after day to day office activities
- l) Understanding and developing budgets, including expenditures, research and development appropriations, return-on-investment and profit-loss projections
- m) Developing and managing advertising campaigns
- n) Supervise and manage all day-to-day office administrative activities.
- o) Vendor Management & Office Administration (Adequacy of Stationary / adequacy of Sub Staff) Courier & Dispatch (Inward / Outward / Outstation) / also making record of Local maintaining.
- p) Co-ordination and maintenance of systems related to Housekeeping.
- q) Managing vendors and keeping track of cycle of all maintenance contracts and AMCs.
- r) Keeping records of Visiting Cards, Utility Payments, Printing of Stationary.

Janalakshmi Financial Services, HC - Executive

Jun '17 - Nov '17

Job Responsibilities:

- a) Understanding the company's Talent Acquisition strategies and managing the complete End to End recruitment lifecycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- b) Sourcing of best talent candidates at various levels (Executive to Project Managers) through usage of Job portals like (Naukri , Monster), Database and Networking sites (LinkedIn) etc.
- c) Pre-screen and Tele-screen candidates & Short list those according to complete evaluation of the candidate their competencies, skills and aspiration (position, salary, relocation aspects etc.) fitment, availability, communication skills, genuineness, interest level.
- d) Handled walk-in drives which are conducted regularly to close the requirements on a time basis.
- e) Handled vendor management by explaining the requirement to the vendors..
- f) Maintaining and updating database of potential candidates and preparation on daily report MIS reports
- g) Releasing offer letters & preparing salary structure of new joiners.
- h) Handled on boarding formalities for new joiners.
- i) Ensure the background verification process is completed for every joiner as per company guidelines.

El Camino Software - HR Admin

Dec '14 - Jun '17

Job Responsibilities:

1. Recruitment

- a) Coordination with Technical panel and understanding their requirements, defining job positions.
- b) Sourcing, screening and short listing resumes through various job portals, internal reference, head hunting.
- c) Advertising vacancies, screening and short listing resumes.
- d) Coordination with department heads & scheduling interviews.
- e) Preparing offer letter, job descriptions, completing joining Formalities and documentation.

2. HR Operations

- a) Conducting Induction program for new joined employees.
- b) Processing monthly attendance musters for workers, trainees & officers
- c) Maintaining employees' personal files and records.
- d) Tracking attendance, maintaining leave records, issue letters, etc.
- e) Keeping track of Appraisals, and Increments of employees.
- f) Preparing statutory compliances sheets like ESI, PF, PT, and BONUS etc.
- g) Preparing payroll input and salary process to accounts departments.
- h) Exit formalities like preparing FFS, Gratuity settlements, PF transfers etc

3. Admin responsibilities

- a) Looking after complete administration work - purchase order, dealing with vendors, local buys such as Stationery, minor items, electronic devices & AMC-s maintenance.
- b) Managing housekeeping activities.
- c) Organizing travel arrangements for clients and guest.
- d) Handled petty cash.

Workshops participated:

- **Financial Planning for Young Investors** organized by SEBI.
- **Attitude for Success** by RC College of Commerce and Management.
- **The Leader** by Leaders Academy for Personal Success.
- **Job Skill Training Programme** by Department of Collegiate Education

Personal Details:

Father's Name : Ramachandrappa
Date of Birth : 17/07/1991
Nationality : Indian
Marital Status : Single
Languages Known : English, Hindi and Kannada
Hobbies & Interest : Cricket, Trekking, Swimming
Sports : Volleyball, Kabaddi