

CURRICULUM VITAE



Name

R.Vellingiri

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Contact No :

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Employment Objective

- Energetic, ambitious, sincere & self-motivated having desire towards the field of Human Resource. Proven ability to learn and apply knowledge quickly, being resourceful innovative and flexible.
- Always try to give back the company much more than what I would get from it.

Working Experience - Previous

- Worked in **Raajco Spinners Private Limited.** D Gudalur, Dindigul.
Designation : HR & Admin Manager.
From : March 2023 To Till Now.
- Worked in **Singhal Spintex Private Limited.** Kashipur, Utharakhand.
Designation : HR & Admin Manager.
From : May 2022 To March 2023. (10 Months)
- Worked in **Best Lan Spintex Pvt Ltd. (Group of Best Cotton Mills)** Madathukulam.
Designation : HR & Admin Manager.
From : Feb 2018 To April 2022 (4.3 Years)
- Worked in **Amaravathi Sri Venkatesa Paper Mills Ltd. (SVG Group)** Madathukulam.
Designation : HR Officer.
From : May 2011 To Feb 2018. (7 years)
- Worked with **Sri Palanimurugan Enterprises Pvt. Ltd (KG Groups).** Perundurai.
Designation : Executive - H.R & Admin
From : Jun 2009 To Dec 2010. (1.7 years)

Job Profile

- Manage and handling the **ESIC, EPF & Inspector of Factories.**
- Making records of the labours as per TN rules under EST, Act and other Acts.
- I have done, all kind of licence renewals like: **PCB, Explosive (Petroleum), FSSAI and IF related returns** etc.,
- I have improved the Ladies and Gents Hostel recruitment, team work and agent recruitment follow-ups.
- Sourcing profiles through various channels like job portal. Employee references, advertisements to achieve manpower target.

Languages known to (read/speak/write)

- English
- Tamil
- Hindi (Speak)

Personal Information

Father's Name: M.Ravi

Mother's Name:

R.Savithiri

DOB : 05-

Jan-1985

Blood group : O+ve

Sex : Male

Marital status : Married

- Anchoring the payroll processing and salary processing for nearly 985+ employees.
- Preparing of offer letter and follow-up with selected candidates to confirm date of joining.
- Sole contact in HR for any status like LOP/Reimbursements/Salary revision/pay roll related quires and distributing payslips.
- Maintain and issue the contract labour and payments.
- Responsible for orientation and induction program. Oriented the new joiners about the organization policies and procedures.
- Responsible for conducting initial test, preliminary interviews and Salary negotiations with candidates.
- Developing various reports for management which make it easy to make decisions regarding the current resources.

Education & Training

➤ **Master of Business Administration**

Specialization: **Human Resource & Marketing**

Year: 2009 passed out.

Institution: SREE SARASWATHI THIYAGARAJA College, Pollachi, Coimbatore.

University: Bharathiar University

➤ **Bachelor of Computer Application**

Specialization: **Computer**

Year: 2007 passed out.

Institution: SREE SARASWATHI THIYAGARAJA College, Pollachi, Coimbatore.

University: Bharathiar University

➤ **Schoolings**

HSC : Biology & Maths

SSLC: General

Institution: State Board, Pulankinar, Udumalpet.

Permanent Address

No: 2/326,
Premier mills(opp),
Pulankinar (po),
Udumalpet (tk),
Tirupur – 642122.
Tamilnadu.

Projects – PG

Title : EMPLOYEE MOTIVATION
Concern : Harshini Textiles P Ltd, this is one of the LMW company.
Duration : Three Months

Projects - UG

Title : MACHINERY MAINTENANCE
Language : Front end-VB.Net; Back end-SQL.
Concern : Sree Vengatalakshmi Spinning P Ltd
Duration : Six Months

Computer Skill

- Packages : MS – Office.
- DBMS : Oracle 8i
- Operating System: Windows XP, Professional and vista.
- Languages: C, C++, VB, VB.Net.

Personality Highlight

- Self – Motivated, resourceful & Innovative, Outstanding ability to understand Client needs & offer solutions.
- Ability to lead a team, ability to adapt to challenging situations & environments.
- Ability to interact and relocate with a broad spectrum of people from different background.

Declaration

I do hereby declare that all the information furnished above is true to best of my knowledge and belief.

R.VELLINGIRI