

Curriculum Vitae

P.KUMARESAN



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Dindigul – 624 709.
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CAREER OBJECTIVE

A Graduate in BCA , and DLL with 14 years of experience in Human Resources professional with excellent communication and time-management skills, seeking the position of payroll specialist.

ACADEMIC PROFILE

Bachelor of Computer Application
Madurai Kamaraj University , (2008-2011)
Diploma in Labour Laws and Administrative Laws
Annamalai University , (2022)

WORK EXPERIENCE

Time Keeper – 8 Months Experience in Sri Sankari Yarns (P) Ltd, Dindigul.
Time office In charge – 8 Yrs Experience in Prassanna Spinning Mills (P) Ltd, Dindigul.
Labour Welfare Officer – 5 Yrs Experience in Prassanna Spinning Mills (p) Ltd, Dindigul.
HR – Manager – 5 Months in Sulochana Cotton Spinning Mills, Chithambalam, Palladam.
Currently Working as HR Manager at Sulochana Cotton Spinning Mills, Chithambalam.
Total 14 Yrs Experience in HR Department

ADMINISTRATIVE FUNCTIONS

- Canteen and security Administration
- House Keeping Management
- Hostel Maintenance

WELFARE ADMINISTRATION

- First Aid Box Maintenance – Take care of Industrial Accident
- PPE issue & Medical Schemes
- Road Safety Policy Renewal & Mediclaim Policy Renewal
- Streamlining PF, Gratuity & Bonus.
- EDLI Scheme and IF Flow in the process of recoveries, remittance.
- Maintain workers Rest & Lunch Rooms
- Maintain Creche Room, Ambulance Room

STATUTORY COMPLAINTS

- IF Annual and Half Yearly Returns.
- Pressure Vessels and Medical examination Fees Remittance
- Labour welfare fund deduction and submission of returns
- Stability Certificate Renewal
- Sanitary Certificate Renewal
- Arranging All Committee Meeting as per act
- Bonus Annual Returns
- Diesel Storage tank Licence Renewal
- Factory Running Licence Renewal
- Fire Licence Renewal
- Maintaining All the legal registers to be Maintained

PF & ESIC ACT

- P.F Monthly Challan & Statement Preparation Addition and Deletion
- P.F Final Settlement and Advance
- Pension settlement and EDLI Settlement
- Other its related correspondence work
- ESI Monthly Challan
- ESI Accident report
- ESI Leave report
- ESI Medical cashless or reimbursement
- Other related correspondence work

MIGRANT LABOUR MANAGEMENT

- Migrant labour Registers verification
- Migrant labour license & its periodical renewal
- Migrant Workers details to maintain the ISM portal

ACHIVEMENTS

- Successfully revised & implemented company Policy on HR related issues.
- Effectively implemented performance management system, for continuous Performance evaluation.
- Workshops for improvement of overall productivity
- Managed the admin activities independently as per expectation of the company

WAGES & SALARY ADMINISTRATION

- Time Office – Leave Letter posting - All Statutory registers maintenance.
- Experience in computerized environment attendance to the culmination of Wages / Salary processing for various categories.
- Documentation of all the payroll records – generating the pay slip.
- Over time wage preparation – Holiday double wage preparation.
- Full & Final Settlement – Contract Labour monthly bill clearance.
- Preparation of Returns under various labour enactment and maintaining various Registers & Records.
- Dealing with day to day Labour problems and liaison work with labour Department and other Government Authorities.
- Personnel documentation maintenance of Service Records.
- In charge of Welfare and Hostel Maintenance.
- Final Settlement of VRS workers.
- Arrangement for seminar , meeting and conference for various purpose of labour and staff
- Well Conversant with Labour Laws (Factories Act and Rules , PF , ESI, Gratuity)
- I have adequate knowledge in personnel department and I am very much Interested in handling of Labour Problems & Welfare activities of Workers as well as staff

COMPLIANCE MANAGEMENT

- SA 8000
- GOTS and OCS
- GRS
- BCI

Personal Details :

Date of Birth : 14-04-1990

Father's Name : C.PAPPU

Gender : Male

Marital Status : Married

Languages : Tamil, English (R/W/S)

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : Dindigul

(P.KUMARESAN)

Date :