

B. R a j e s h k u m a R

Rethinakkottai (P.O), Aranthangi (T.K), Pudukkottai (D.T)

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OBJECTIVE :-

To attain a challenging position in the Human Resources field to contribute the best of my Skills and expertise for the achievement of both organizational and individual goals.

SUMMARY OF KEY SKILLS & EXPERIENCE :-

- ✓ A dynamic HR & Compliance professional with 19 Years Experience in HR Management and Employee Relations and Administration work
- ✓ Started my career as an Assistant – Human Resources and developed my professional skills Induction & Joining Formalities, HR System & Policies, Performance Appraisal, Salary & Payroll Administration, Compensation & Benefits and Employee Relations.
- ✓ Skilled in handling large workforces, maintaining peaceful & amicable work environment in the organization, and initiating measures for the benefit of the Employees in the Organization

PROFESSIONAL EXPERIENCE :-

Organization : FRONTIER KNITTERS PRIVATE LIMITED, TIRUPUR

Designation : Group Head – Compliance and HR
Duration : Sep 2023 – Nov 2024

Organization : DANAVARSHINI EXPORTS PRIVATE LIMITED, TIRUPUR

Designation : Group Compliance and HR Manager
Duration : Dec 2020 – Sep 2023

Organization : COTTON CRAFT CORPORATION, TIRUPUR

Designation : Manager – Compliance and HR
Duration : Jun 2017 – Nov 2019

Organization : UNI SOURCE TREEND INDIA, TIRUPUR

Designation : Manager – HR
Duration : Jan 2010 – May 2017

Organization : SABARE INTERNATIONAL LTD, KARUR

Designation : EXECUTIVE – HR
Duration : July 2006 – Jan 2010

Organization : TNPL (Tamil Nadu News Print and Paper Limited) Karur,

Designation : Apprentice in HR Department
Duration : June 2005 - July 2006

➤ Compliance / certification Audits handled:

- Handled the **Buyer audits** such as, Wal-Mart, Khol's, Target, Primark, Inditex, NEXT, C&A, S.Oliver, Kappahl, Nutmeg, Sainsbury's, Columbia, Prana, Matalan, Max, JC Penny, Tesco
- Handled **Certification audits** such as WRAP, SEDEX, BSCI, FAIRTRADE USA, GOTS, OEKO TEX, C-TPAT, ,
- Handled **Technical audits** of third party audits by SGS, BV, Intertek, Elevate, UL Source, TUV and etc for the buyers like, Sainsbury's, NEXT, Matalon, Disney, Walmart, Nutmeg,
- I have been trained by WRAP Board for a **WRAP -Internal Auditor Course**, Coimbatore.

Statutory Compliances

- Taking care of statutory compliances like **Provident Fund, Employee State Insurance**
- **Liaison work with different Government Departments.**
- Preparations of **Monthly, Yearly returns and statutory payments** like ESI, PF & PT
- Employee State Insurance: Looking after ESI procedure, **enrolling employees in Online System, ESIC Challan preparation through online** and sending advice letters to accounts department, **submission of Half Yearly Returns** and etc.
- Provident Fund: Processing of PF related application forms such as Nomination, PF Transfer in, **PF Settlement, PF Loan, Pension Processing and PF Transfer out**
- Settlement of **EDLI, Gratuity claim & Medi-claim** applications

➤ Induction & Joining Formalities:

- Plan, organize, and conduct induction programmed, devise the orientation plan for the new joiners.
- Complete the joining formalities i.e. Collect the required documents, creation of login id for attendance, introduce and set the KRA for new joiners, design reporting system & assign mentor as per the respective department wise.

➤ Performance Appraisal:

- Involved in Performance Review process, defined all roles and developed role descriptions which are mapped against KRAs through daily reporting tracker system.
- Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management.

➤ Compensation & Benefits:

- Keep a track of records on Direct compensation refers to monetary benefits offered and provided to employees in return of the services, monetary benefits include basic salary, house rent allowance, conveyance & other allowances
- Indirect compensation refers to non-monetary benefits offered and provided to employees in lieu of the services provided by them to the organization; it includes paid leave Policy, Incentives, transportation allowance, mobile allowance, subsidized health care insurance & food Allowance etc.

➤ **Attendance, Payroll & Salary Administration:**

- Maintain the employee attendance in Time Management System and generate the attendance report by online system for the salary process.
- To coordinate with the finance & IT department for monthly payroll system, make necessary entries for new joiners, separation cases, unpaid leave, Comp off leave, salary advances, etc.
- Follow-up with Bank for timely credit of salary & Issuing salary slips.

➤ **HR Policies, Procedures, & Processes:**

- Implement, review, redesign and introduce HR policies.
- Keep a track of records to the procedures, processes, formats / forms in line with organizational goals

➤ **HR Administration & Welfare:**

- Offer release, bank account opening, ID card coordination, sending details to the support staff.
- Verification of documents and employment screening/background verification of new joined employees i.e. verification report includes: Tenure with the Company, Title of last position held, Starting & ending salary
- Dues with the company, Reason for leaving, eligible for rehire, Attendance, over all Satisfaction of Employment, Behavior with Collogues, etc
- Conducting employee satisfaction survey, designing reward and recognition scheme.
- Clarify the Employee Grievance and various issues/queries on Leave policy, Salary payment.
- Maintain the notice board with the information about "Thought of the Day" message, Employee of the month announcement, articles on weekly and fortnightly basis
Maintain & Update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports like employee database, employee CV's, preparing all HR letters and certificates etc

➤ **Full & Final Settlement and Exit Process:**

- Conducting exit interview process for resigned, quit / terminated employees
- Coordinate & manage the Full & Final Settlement with the help of finance division and sending circular to other departments at the time of relieving of an employee.
- Analyzed the issue by giving warning through verbally or written by issuing warning letter till termination of employees due to continuous absenteeism, no prior intimation before taking leaves, unable to reach assigned targets, lack of ownership & responsibility etc.

➤ **Training and Development**

- Able to Increases management's effectiveness by orienting, training, coaching, counseling, and disciplining employees;
- Communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results;
- Organizing employee's refreshment events, picnics and trips.
- Since I worked in a factory which has hostel set up, I organize entertainment programs for the workers, like MAY Day, Women's day, Pongal, Diwali and other festival celebration.
- Organize and educate the compliance related trainings to all employees.

ACADEMIC QUALIFICATION :-

MBA from Algappa University, Karaikudi (Correspondence)
B.Com from Kamaraj University, Madurai. (Correspondence)
DMOP (Diploma in Modern Office Practice (State Board), Aranthangi, (3 Years)

SYSTEM KNOWLEDGE :-

- Windows98, 2000, XP, Linux,
- MS-Office
- SQL
- Tally – 6.3
- Oracle – 8.0
- Visual Basic – 6.0
- DTP
- Adobe Photoshop
- Networking / Internet
- Type Writing English (Higher)

PERSONAL INFORMATION :-

Sex : Male
Date of Birth : 20th May, 1985
Language Known: Tamil & English
Marital Status : Married

Hereby I declare that the above details are true to the best of my knowledge.

Place: Tirupur
Date:

B. Rajeshkumar