

RESUME



Personal Profile:

Name : **P.KUMARAVEL**

Father's Name : Ponraj

Sex & Marital status : Male– Married –Having 2 children

Date of Birth & Age : 27/04/1985 & 39years

Permanent Address : Middle Street,
Chettiyapatty,
Dindigul(Dist).-
624302

Nationality & Religion : Indian–Hindu–BC

Cell & E-mail : **9585792860**
kumaravelstc@gmail.com

Educational Profile

:BBE,MBA(HRM),PGDCA,TALLY.

Language

:Tamil,English,Kannada,Hindi

Present Employment:

SJLT Textile Mills & SJLT Spinning Mills Dindigul - 4 years (2021-2024).

Vee-Jay Syntex Kovilpalayam , Coimbatore – 5 years (2014-2016),(2019-2020)

SSM Mills groups,Dindigul.(PSM,ASSM) - 9 years (2007-2013),(2017-2018)

Total Experience : - 18 Years

CAREER HIGHLIGHTS

Recruitment & Welfare & General Administration

- Identifying manpower requirement from all divisional heads.
- Sourcing profiles
- Conducting initiallevel interviews
- Joining formalities
- New employee induction

- Preparation Appointment letter
- Form "F", Form 34 Preparation Nomination Letters
- Recruitment Team Management.
- Workers all grievances Handle.(PF,ESI,Wages,Bonus,Workingtimeproblem)
- Motivation new workers join our company.
- To attend workers defects.
- Awareness meeting conduct to workers are health and safety in work place.
- To advice workers about time management,in-time and out time.
- To advice workers about inform leave.
- To advice workers about benefits PF&ESI.
- To advice workers about cost to company.
- To advice workers about working time.
- To advice workers about ETB-Ethical base Code.
- To advice workers about working hours and over time.
- To advice workers about Equal remuneration.
- Arranging Uniforms,Shoes for all employees,preparing employee ID cards.
- Co ordinating with schools and colleges for providing part time education Facilities for Unskilled employees.
- Organize & Conduct Festival celebrations & Important Days
- Preparing birthday gifts
- Co ordinating with the Bank for account opening process
- Employee Grievance Handling and addressing them.

Pay roll

- Preparing employee personal files.
- Requirement and fill join formalities
- Generate error free pay rolling Excel.(Manual)
- All Entries will be maintaining in ERP.
- Bio metric Machines installations and implementation
- Maintenance of Time Management
- Preparation of Master Roll.Manage over all corporate pay roll processing functions including pay roll and refunds,Bonus and commissions for employee.
- Preparing daily & monthly attendance inputs(Leave,OT,Comp-Off,Permission)
- Salary Breakups,Calculating OT,Incentives,Bonuses,LOP etc.
- Monthly Salary Disbursement Statement.
- Casting report Manpower report.
- Maintaining employees leave records and processing the leave enchantment
- Processing salary inputs for both Workmen and Executives
- Ensuring stop payment of resigned employees,deductions of loans,salary advance,Mobile,canteen and others and payment of arrears,allowances and Overtime etc.
- Monitoring of Leave & Attendance, Relocations,Transfers, Advances, Reimbursements and Referrals
- Keeping records of the documents and maintaining the office files.
- Organize Meetings with Government officials / Bank officials.
- Responsible for maintaining records of stationary stock level, pantry, toiletries and Cleaning material.
- Handling the exit process.
- Preparing Full & Final settlement.
- Ensure salary credits are done on the given working day of the month.

Learning & Development

- Co ordinate with the Plant Department heads for identifying training needs
- Preparing training calendar.
- Motivation speech to for production daily.
- Cost cutting and improve production.
- Co ordinate with the Plant Department all employees.

Statutory Compliances

- Pay roll related end to end Statutory Compliance in EPF,ESIC,LWF
- Preparation License Renewal documents Up dating all IF related registers.
- Ensure the correct deduction from employees Salary for PF,ESIC,LWF
- Processing the PF claims of all units and resigned employees
- Handling day-to-day Issues and Queries of employees related to PF and ESI
- Conducting the inspection from time to time related with PF and ESI
- Attending the Grievance and Enquiry meeting held by EPFO
- Creating new EPF & ESI establishment code for new company
- Generating /updating new UANNo. and KYC details in EPF portal
- Filing Government and Statutory notice
- Uploading the ESI & EPF contribution in portal.
- Buyer compliance SEDEX,WALLMARK,GOTS,OCS.
- Maintaining Industrial Records.
- Factory License,Renewal or new apply.
- To arrange and Approved Building Plan.
- FORM'D'- Establishment and BothHostel.
- Building Stability Certificate- Establishment and Both Hostel.
- Fire License-Establishment and Both Hostel.
- Migrant Workers License.
- Sanitary Certificate-Establishment and Both Hostel.
- Pollution certificate.
- Advocate Agreement-ICC Committee,
- STANDING ORDER.
- TAMIL NADU HOSTEL HOMES REGULATIONACT 2014.
- FSSAI-FormC.
- TNLWF-records.
- Maintaining all factory register.

Technical Skills

- MS Office,Excel-Excellent,Word,PowerPoint
- Internet proficiency
- PRIME(ERP)
- Ventura Software.
- Vagini Software
- e-HR(ERP)
- PGDCA,TALLY.

KEY RESPONSIBLE AREAS

- Maintenance of Time Management all units
- Preparation of Master Roll all units
- Manage overall corporate payroll processing functions including payroll and refunds, bonuses and commissions for employee.
- Salary Breakups, Calculating OT, Incentives, Bonuses, LOP etc.,
- Conduct welfare committees & maintain reports them.
- Some compliance quarries handled
- Manage Day to Day employee related issues by providing appropriate solution
- Resolving all PF/ESI related quarries of Employees and handling individual Cases

CORE COMPETENCIES

- Employee Engagement
- Payroll Compliance
- F & F settlements
- Gratuity and Bonus
- Grievance Handling
- Meetings and Proceedings

STRENGTH

- Team Work
- Hard working
- Good leadership skills.

KUMARAVEL.P