

Cover letter

Deepak k

248/G, Poornima Garden,

Vennaimalai

Karur - 639006

Mobile: (+) 91-9894899111

Email: deepaksafety777@gmail.com

Dear Sir,

I am a diligent **HR & Compliance Manager** looking for a suitable placement in your esteemed organization and am confident of doing good work.

I have Nine year plus experienced in **Various company**.

Please find attached, my Curriculum Vitae for your kind perusal. If required, I will be happy to furnish any additional details.

I am looking forward to a favorable reply.

Thanking you,

Yours truly,

K Deepak

DEEPAK.K

HR & COMPLIANCE MANAGER

Phone: +91-9894899111

Email: deepaksafety777gmail.com

SUMMARY

Looking forward to learn new things and work with my new colleagues to increase my knowledge and contribute a little more to the company from my end with my skills learned with my previous and new work experience.

EDUCATION

BSC Health and Safety Annamalai University NIFS	Graduated, 2022
B tech chemical engineering Rajasthan Vidyapeeth university	Graduated, 2017
Diploma in Fire and Safety NIFS (National Institute of Fire and Safety) Annamalai University	Graduated, 2017
Diploma in Chemical Engineering Kongu Polytechnic College, Perundurai Directorate of Technical Education.	Graduated, 2014
X- Standard Cheran Matric Higher Secondary School, Vennaiimalai.	Graduated, 2011

COMPUTER SKILLS

- MS – Office 2010.
- SAP Software.
- MS – XCEL
- Winsoft

STRENGTHS

- Discipline and punctuality.
- Leadership.
- Planning and control on the Respective works.
- Innovative Thinking to solve issues.
- Can easily absorb the structure and plan needed the growth.

WORK EXPERIENCE

- Working as HR & Compliance manager at Ponni Fab (From September 2021 to TillDate)
- Worked as compliance manager at Asian fabric pvt ltd (from June 2019 to August 2021)
- Worked at cognizant IT park as environmental safety officer at Coimbatore (from July 2017 to march 2019)
- Worked as Fire safety assistant at KMCH hospital (internship)
- Worked as Lab Chemist in RO ETP Plant [One & Half Year]

ROLE AND RESPONSIBILITIES

- Conducting internal audits inside the premises
- Attending unannounced buyer audit in the company (IKEA, H&M, LIDL, TJ
- Attending Social and security audit in the company (SA8000, BSCI, ICS, OEKO TEX, GOTS, OCS, GRS)
- Conducting committee meetings in the company
- Conducting audits in the supplier units
- Enforce safety standards and processes
- Managing safety complaints or concerns
- Attending suppliers' safety audits and safety certification audits
- Hiring new candidates
- Planning and monitoring joining and onboarding of the new joiners
- Directed recruitment team for sourcing by field visit and multiple source platforms like LinkedIn, indeed and Naukri
- Reassigned employees to new departments or locations as needed.
- Directed Payroll team to finish the salary work on time
- Handling grievances & concerns related to PF, ESI, leaves and others.
- Managing training and development

INPLANT TRAININGS

- Undergone In plant Training at TAMILNADU NEWSPRINT AND PAPER LIMITED (TNPL)

INDUSTRIAL VISIT

- Undergone an Industrial Visit CCE Compressor, Coimbatore
- Tanfac at Caddalore

LANGUAGES KNOWN

- Tamil
- English

PERSONAL DETAILS

Father's Name:	Mr. K. Kaliyappan	Marital Status:	Married
Birthday:	03.11.1995	Nationality:	Indian
Gender:	Male		

PERMANENT ADDRESS

2-248/G, Poornima Garden,
Vennaiimalai,
Karur – 639006.

Declaration

Hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Yours sincerely,

(DEEPAK.K)