



DineshKumar K



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ABOUT ME

Six Years of industry work experience in HR Domain with expertise in Training & Development, Recruitment, On boarding, HR data Digitization, Administration, Payroll & Time office function.

EXPERIENCE

HR - ADMIN EXECUTIVE

• 2023 - TILL NOW

Hosur - Tamil Nadu

FIRST STEPS BABYWEAR PVT LTD

- Overall responsible for functional efficiencies of factory administration. Facility management, Canteen and Transportation, Waste management, Vendor Management. Hostel management. Additionally supporting to Recruiting & On-boarding process.
- Lead in Entire cluster Security team manpower planning & recruiting.
- Ensure the factory is maintained in presentable manner at given time on daily basis.
- Follow up with purchase of items with related to petty cash.
- Submission of Bills/ Invoices for the accounts department on a monthly basis after due signature of the unit head and administration manager without delay.
- Business meeting arrangement internal and external.
- MIS Report Maintain and reported to administration Manager & Cluster head for Yearly budget planning.
- Admin & Security Team related audit points handling. (CTPAT & HIGG & OCR & Brand Production Audit)
- Maintain 5S in Factory Premise.

HR EXECUTIVE - DIGITALIZATION

- **2021 -2023**

Hosur - Tamil Nadu

TVS MOTORS COMPANY LTD - XPHENO PVT LTD

- New Portal launch tying all employees in one application (SAMPARK DARWIN BOX) - HR Portal.
- Existing Employees all background data analysis & importing new portal.
- As administrator online problem solving & communicating through mail and online.
- To Analysis data (Core / Attendance) Report creation of multiple measure & automated to process owner.
- New Portal improving purpose system configuration error find out & query rising through online & solving error.
- As administrator portal issue solving & ensure other unit and team process links in online. (Hiring & Attendance Management & Payroll & Exit Process)

JR. HR OFFICER

- **2020- 2021**

Hosur - Tamil Nadu

ELKAYEM AUTO-ANCILLARIES PVT LTD

- Overall responsible for Unit End to End Training & Development Process, Recruitment Process & Hiring process.
- Collecting Skill Matrix of all employees in the organization.
- Prepare yearly Training Planning Calendar as per requirement of concern department HOD.
- Conducting Monthly Internal & External Training Programme as per schedule.
- Employees Personal Documents Prepare & maintain. (Probation order, Confirmation Order, Increment order)
- Training & Development related Points presenting Monthly Review meeting & Performance Meeting.
- Arrange new comers ID card & Uniforms, Canteen Pass to facility team.

HRD - WORKMAN TRAINEE

- 2017 -2019

Hosur - Tamil Nadu

TVS MOTORS COMPANY LTD

- Overall responsible for New Comers Fundamental & Induction training programs. (Workmen & Women)
- Conducted Orientation program for new comers(Trainees & White collar, Blue Collar – Staffs)
- Update training evaluation and records TLMS Portal.
- Update Training attendance at SAP Portal.
- Create New Training Kits & Modules for Training Purpose.
- Collecting Skill Matrix of all employees in the organization.
- Prepare yearly Training Planning Calendar as per requirement of concern department HOD.
- Create Video Training Modules & Update Training Contents.
- Qualified Fundamental Training Unit wise. (Vehicle assembly, Engine Assembly & Machine Shop)
- Qualified memory skill & visual inspection game.

HR ASSISTANT - TEMP

- 2017 - 2017

Pondi

INEL

- Process the Joining Formalities and induction to the selected candidates.
- Contact Product Knowledge Training's.
- Qualified assembly training.
- Coordinate – Production Training Programs.
- Employees Personal file management.

EDUCATION

Hosur

- 2013 - 2014

Theni

- 2014 - 2017

Theni

BHARATHIDASAN UNIVERSITY

- BBA

GOVERNMENT HR SEC SCHOOL

- 10th – 80 %

TKSPC - ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

- Diploma In Mechanical Engineering – 78%

EXPERTISE

- Time Management
- Communication Skills
- Training Content Development
- Problem Solving
- MS Office
- 7 QC Tools
- 5S
- Administration
- kaizen

PROJECTS

- TVS IQL - TRAINING CENTER DEVELOPMENT.
- KIOSK - Self Training Project - TVS
- SAMPARK - DARWIN BOX HRIS Application Development

SKILLS SUMMARY

HR Digitalization	78 %
Team Management	81 %
MS OFFICE	93 %
SAP	47 %

DECLARATION

I hereby declar that the information given above is considered to be truthful to the best of my knowledge.

SIGNATURE / DATE