

PANDIYARAJAN MURUGESAN

5/9, Kamarajar Street, Abith Colony, Saidapet, Chennai – 15
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SUMMARY

Human Resources professional with over 8+ years of experience in developing and implementing HR strategies that align with organizational goals. Proven track record in talent acquisition, employee relations, performance management, fostering a positive work environment, and driving initiatives that enhance employee engagement and retention. Skilled in analyzing HR metrics to inform decision-making and streamline HR processes, with a demonstrated ability to handle complex HR issues using a strategic, solutions-oriented approach.

WORK EXPERIENCE

AROGYA HEALTHCARE | HR Manager & Digital Head October 2024 – Present

- Handled end-to-end HR processes including recruitment, onboarding, payroll, compliance, and performance management.
- Maintained and ensured compliance with NABH policies and accreditation standards.
- Liaised with government authorities for statutory compliance, inspections, and regulatory processes.
- Conducted training and development programs to enhance employee skills and performance.
- Developed and launched the social media platform *Nalathinnai* for internal and external engagement.
- Organized and created content for *Nalathinnai*, including videos, articles, and campaigns to boost visibility and communication.

NEWS 7 TAMIL | Head - HR & Admin

August 2021 – August 2024

- Develop and execute HR strategies aligned with business goals.
- Lead recruitment, employee development, and performance management efforts.
- Foster a positive work environment and resolve employee issues effectively.
- Manage office operations, facilities, and vendor relationships.
- Ensure legal compliance and manage the HR and admin budget effectively.
- Maintain adherence to labour laws and HR policies.

V2 ENTERPRISES | HR Consultant (Contract)

- Provided expertise in recruitment, performance management, and employee development practices.
- Designed and delivered training programs to improve employee skills and enhance organizational performance.
- Ensured adherence to labour laws and company policies, updating them as needed.
- Oversaw employee benefits programs, including health insurance, leave, and retirement plans.
- Managed performance evaluation processes and guided employee development initiatives.

TRENDSOFTS | Sr. HR Executive

July 2019 - July 2021

- Led the recruitment process, including sourcing, interviewing, and hiring high-quality candidates.
- Addressed and resolved complex employee issues and grievances, fostering a positive work environment.
- Oversaw performance appraisal systems, including setting objectives and managing employee feedback.

- Ensured compliance with labour laws and company policies, assisting in developing and updating HR policies.
- Designed and implemented training programs to enhance employee skills and support career growth.

UNIMONI | Executive - Admin

June 2018 - June 2019

- Provide high-level administrative support to executives, including calendar management, travel arrangements, and meeting coordination.
- Prepare and organize documents, reports, and presentations for meetings and events.
- Act as a liaison between executives and various departments, clients, and stakeholders.
- Maintain confidentiality and handle sensitive information with discretion.
- Assist in project management by tracking progress, deadlines, and deliverables.
- Manage office supplies, equipment, and facilities to ensure a smooth working environment..

EDUCATION

Post Graduate Diploma in Human Resource Management | (First Class)

2022 - 2023

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- Specialization in advanced HR practices, including strategic HR planning and talent management.
- Focused on both operational and strategic aspects of HR.

Bachelor of Computer Applications

2013 - 2016

K.S. Rangasamy College of Arts and Science | (First Class)

- Specialization in software development, programming languages, and IT solutions.

CERTIFICATIONS

- Diploma in Labour Law
- Certified Payroll Manager - Vskills
- Tech Recruiter Certification Program
- Digital Marketing
- Adobe Photoshop

ADDITIONAL INFORMATION

- Technical Skills: Tally, HRMS, Adobe Photoshop, Adobe Illustrator, MS Office
- Languages: Tamil, English

Awards/Activities:

- Received First Prize in inter-college "Treasure Hunt" event.
- Awarded Best Employee for October & November 2018 at Unimoni.

Declaration:

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief.

Date:

Signature

Place:

(M.Pandiyarajan)