

## D RAJESH

Email-id: d.rajesh1192@gmail.com  
Mobile : 8525832072

### Professional Summary

A dynamic professional with **Ten years** of experience in planning, strategizing and spearheading HR related activities. Comprehensive expertise in managing the HR, Recruitment, Induction, Payroll, Coordinating with Govt. Officials, Statutory Compliance along with General Administration and Personnel Management etc., possesses a clear understanding of the industry trends with the distinction of instituting new practices to achieve excellence in HR operations.

### Objective

*Seeking a role in group HR & HR Manager to achieve career goals and contribute towards organizational success.*

- Recruitment Manpower's & Staff
- Attending all ethical audits (SA 8000, Wrap, Sedex, Disney, (HIGG) SLCP & All Buyer Audits.)
- Following All Legal Certificates
- ESI, PF, Factories act, Bonus act, etc.,
- Statutory requirements
- Standing Orders
- NGO Annual Reports to Collectorate office
- Time Office & Payroll process
- Skill Matrix,
- Training & Development
- Employee Grievance handling
- Monitoring Committee activities
- Disciplinary Proceedings
- Domestic enquiry & Disciplinary action
- Appraisal
- Canteen
- Transportation and All Admin Activities
- Factory Internal Compliance Audits
- Technical Audits (GOTS,

### Professional Experience & Key Achievements

#### BPS EXPORTS (july-2024 to Still Now)

#### Adarsh knits wear Pvt Ltd (Mar-2023 to June-2024)

#### HR and Admin Manager

#### Reporting to General Manager and MD

#### HR Activities

- Training Organizing, Training Record Monitoring (Attendance sheet, Feedback form and Evaluation Through ERP Training Software)
- All Legal Certificates & Ethical & Buyer Audits along with GM
- Preparation and issuing of charge sheet/warning letters/memos for the misconduct against the company Standing orders.
- Preparation of enquiry letter/show cause letter and final report in coordination with Enquiry officer.
- Closely monitoring Union activities in & around.
- Daily floor visit and addressing queries.
- Regular conversation with committee members & Committee Meeting Conduction.

#### Time Office

- Manpower planning as per Budget & plan (Quarterly basis).
- Recruitment of Staff, Company Apprentice as per the plan.
- Monitoring of floor Manpower (Company workmen & Contract Labour) as per the Budget and plan.
- Resolving floor employee's grievances.
- Floor employee's attendance.

- Maintaining of Company workmen personnel details.
- Monitoring leave details of floor employees and conducting chronic absenteeism counseling.
- Birthday celebration on daily basis.

#### **Compensation and Benefits**

- Monthly payroll process through Payroll Software.
- Verify and finalization of salary statement of shop floor employees for management approval.
- Monthly payroll processing & finalization of Contract Labours and ensured the Contractor PF & ESI.
- Yearly bonus workings for the shop floor employees.
- Company workmen yearly appraisal.
- Company workmen increment working, preparation of order.
- Wage revision of contract labour.
- Medical claim. & Statutory Claims
- ESI & EPFO Chellan generations
- Labour welfare fund statement preparation and remittances before the due date.
- Yearly and half yearly budget workings of shop floor employees.

**STARWIN SCREEN PRINTER Tirupur (senior HR executive ) (November-2019 –Jan-2023)**

**and**

**ASHWATH INC (JUNIOR HR) Tirupur (April -2017 oct -2019)**

**DOLLER APPARELS (HR ASST) Tirupur (Oct -2015 March - 2017)**

#### **Reporting to HR Manager & General Manager**

- ❖ Attendance.
- ❖ Muster roll (Form 25).
- ❖ Ensuring Salary processing, PF, ESI & other salary related issues.
- ❖ Prepare reports such as absenteeism, late coming etc.
- ❖ Calling Process and Disengagement Process.
- ❖ Leave management EL, CL, SL.
- ❖ Control absenteeism, late coming, early going etc.
- ❖ Maintain employee records their personal files etc.
- ❖ Maintain employee database.
- ❖ Work related to Esic, Epfo, Gratuity, bonus etc.
- ❖ Ensuring the maintenance of all statutory records pertaining to Factories Act, Contract labours Act, and Minimum Wages.
- ❖ Renewal of license, preparing Annual returns, Half-yearly returns as per Factories Act, Contract labour Acts.
- ❖ RC Amendment. & 5S & OHS
- ❖ Ensuring discipline in the floor.
- ❖ Close interaction with team leader and the shift in charge to identify the problems.
- ❖ Conducting Exit interview for resigning employees.
- ❖ Preparing monthly **MIS on Attrition rate, Absenteeism, OT, Disciplinary action taken Training programs.**
- ❖ Appraisal.
- ❖ Canteen.
- ❖ All Admin Activities (i.e. Transportation, House Keeping, Health Care Center, Security)
- ❖ HR Budget Costing and Cost Reduction of Admin Activities

#### **Education Credentials**

- ❖ MBA in HR through Gandhi gram rural deemed university, Gandhi gram dindigul (2013-2015)
- ❖ BCOM CA - from MKU College of Arts and Science, Aundi Patti (2010-2013)

**Personal Details**

Current Location : sathakovilpatti (Theni)  
Marital Status : Married  
DOB/ Age : 11.04.1992 /32 Yrs.  
Languages : English, Tamil, Hindi(basic), Kannada(basic)  
Contact No : **8525832072**  
Address : North Street,  
Sathakovilpatti,  
Periyakulam,  
Theni – 625 602,  
Tamil Nadu.

Date:

Signature

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