



## RESUME

**Vinothkumar M**

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**S/O R.Manoharan**  
**Southstreet, kottarpatti**  
**Eluvanampatti (P.O)**  
**Periyakulam ( T.K)**  
**Theni – 624202.**

### **CAREER OBJECTIVE**

Human Resource And Admin Responsible to creating processes to enhances strategic business out comes Back Rounds includes benefit Administration, Full Staffing/ Recruitment, Employee Relations, Employee Development & Compensation, Excellent interpersonal Skills, Problem Solving Skills, Successful track records of Contribution Which increased Organizational Effectiveness.

### **Work Experience:**

#### **PROFESSIONAL EXPERIENCE IN:**

**RPP PROJECTS PVT LTD,**

Panapakkam, (Kanchipuram) – **MAY 2023 to Still**

Designation: **Sr.ADMIN OFFICER.**

Process: Over All Admin Management.

### **ROLES AND RESPONSIBILITIES:**

- Check with cash sheet & petty cash expenses.
- Check with Civil store and Electrical store stock in ward and out ward report cross checking with manual vs software.
- Check with batching plant production report.
- Check with bricks and aggregate materials.
- Prepare new pieces worker or AGT party entre into concern put agrrement get sign from GM, forward to head office.
- Check with budget payment for NMR & pieces worker.
- Monthly once check AGT Vehicle hire amount.
- Followup and procees with new and existing vendor payment. ( mees material purchase, diesel, bricks, aggregate, machinery service, and etc)
- Monitoring Mess management resolve food related queries.
- Check with silo stock forward to purchase team they make indent.
- Weekly interact with migrant labour resolve their queries and grivenses.
- Collect Migrant labour data base and submit local police station.

## Work Experience:

### PROFESSIONAL EXPERIENCE IN:

**Saravana Store, Madurai And Coimbatore – Sep 2021 to March 2023,**

Designation: **HR And Admin Assistant Manager,**

Process: Recruitment, Training, Staff Welfare.

### ROLES AND RESPONSIBILITIES:

- Responsible for end to end HR & Admin related activities at the allocated Madurai & Coimbatore showrooms.
- Sourcing the suitable candidate for job portals in recruitment nakuri, indeed, apna campaign's and etc.
- Training retail staff on product knowledge, customer service, and company policies is critical.
- Designed and delivered interactive training sessions on topics including loss prevention, sexual harassment prevention, and customer experience standards to groups of up to 50 employees
- Conducted objective and through internal investigations into workplace complaints analize and resolve it.
- Ensure respective branch HR's do statutory form's and NAPS Employee record.
- Weekly visit assigned respective branch's coordinate with respective BM dissussed what should implementation for next level, find grievance and resolve it.
- Cross checking with monthly payroll data, then forwarding to head office.
- Instruct and follow-up with every month collect new joiner's data for documentation process and PF ESI updates.
- Processed payroll changes and ensured accurate documentation for terminations and leaves of absence.

### PROFESSIONAL EXPERIENCE IN:

**Pranav Jeweller's – Erode, September 2020 To August 2021**

Designation: **Assistant Manager -HR & Admin**

Process: Manpower Handling & Operation.

### ROLES AND RESPONSIBILITIES:

- Responsible for end to end HR & Admin related activities at the allocated showrooms
- Prepare and adhere to the manpower requirement chart for all showrooms.
- Prepare initial screening of candidate and recruit them as per showroom manpower required.

- Guide Branch HR's in conducting background verification and collecting joining documents.
- Tracking attendance of all staff through software and and check absence reasons through branch HR's.
- Oversee the day-today HR & Admin activities.
- Handle staff grievances and take right decision.
- Conduct weekly review meeting with Branch HR's to discuss on upcoming plan and address their queries.
- Check statutory forms at all showrooms on monthly basis and submit to government offices.
- Responsible for renewal of fire extinguishers, weighing scale and other AMC's.
- Negotiate with new vendors for procurements and collect revised quote from them.
- Regular follow-up with corporate accounts and admin team for payment product delivery.
- Visit every showroom on monthly basis to audit whether HR SOP is followed.
- Follow other instruction given by Head-HR.

### **PROFESSIONAL EXPERIENCE IN:**

**SSM FINE YARNS DINDIGUL – JULY 2018 TO AUG 2020**

Designation: **HR Welfare Officer**

Process: Manpower Handling

### **ROLES AND RESPONSIBILITIES:**

- Follow with company rules and regulation implementation.
- Ensure remuneration policies procedure benefits to the worker.
- Training and development (on the job training & off the job training).
- Performance & appraisal review of worker.
- Appreciate and Rewards to Employee.
- Conduct awareness meeting for safety.
- Solve the worker grievances.

### **PROFESSIONAL EXPERIENCE IN:**

**LALITHA JEWELLERY MART PVT LTD**

**COIMBATORE – JULY 2016 TO MARCH 2018**

Designation: **Sales Executive**

### **ROLES AND RESPONSIBILITIES:**

- Customer handling
- Achieve monthly target, Achieve monthly Chit target.

## EDUCATIONAL QUALIFICATION

Course	Institution	University/ Board	Year of passing	Percentage
<b>MBA (HR with Marketing)</b>	Vijay Institute of Management, Dindigul.	Anna University, Chennai	2013-2015	<b>68.9</b>
<b>B.Com (C.A)</b>	Arul Anandar College, Karumathur, Madurai.	MK University, Madurai	2010-2013	<b>63.5</b>
<b>HSC</b>	Govt. Hr. Sec. School, G.Kallupatti.	State board	2010	<b>77.67</b>
<b>SSLC</b>	Govt. Hr. Sec. School, G.Kallupatti.	State board	2008	<b>65.8</b>

## PERSONAL DETAILS

Name : M. Vinothkumar

Father's Name : Mr. R. Manokaran

Date of Birth : 15-04-1993

Gender : Male

Marital Status : Married

Nationality : Indian

Languages : Tamil and English

Permanent Address: M.Vinothkumar S/O R.Manokaran,

Southstreet, kottarpatti, Eluvanampatti(P.O),

Periyakulam(T.k), Theni (Dt) ,PIN:625203

## DECLARATION:

I hereby declare that all the information furnished above is true to the best of my knowledge.

Place:

## Signature

Date:

(M.Vinothkumar)