

S KARTHIK

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No: 2/938, G Paramasivam Nagar, Batlagundu, Dindigul district.

Carrier Objective:

Highly skilled professional with seven years of experience as an HR specialist. Seeking a challenging role with opportunities to work collaboratively with coworkers on projects and assignments.

Work History

Professional Experience:

INTALIA KNIT WEAR PRIVATE LIMITED (08/2022 to 11/2025 now)

Plot No: 16, MITPL, Thathampatti Village, T.Vadipatti.

Position: HR Executive

- ❖ Proficient in effectively managing Statutory and social compliance and technical process spanning requirement analysis, training, planning, and liaison to ensure on time achievement of organizational audit targets.
- ❖ Skilled in administration like to handle Canteen, Security, Transportation & dormitory.
- ❖ Responsible for payroll processing and maintaining legal records as well as filing periodic returns.
- ❖ Created a positive and performing work environment through the implementation of a robust grievance procedure.
- ❖ Skilled in coordinating with buyers and certification bodies, social compliance and technical audit process.
- ❖ Expertise in buyers ethical audit requirements inclusive of Buyers visits, compliance agreement process.
- ❖ Manage recruitment and selection process for all positions, including sourcing, screening, and interviewing candidates.
- ❖ Provide guidance and support to employees on performance management, disciplinary actions, and conflict resolution.
- ❖ Provide leadership and implementation services on all certification requirements in the facility (GOTS, BSCI, SA8000).
- ❖ Handling Legal matters and statutory compliances (Factory License, plan approval, Sanitary, Stability, Fire NOC, PF, ESIC, IF & Labour Office).

GAINUP INDUSTRIES INDIA PVT LTD (2015 to 2022)

Ottupatti, Batagundu - Dindigul Highway

Position: HR Executive

JOB RESPONSIBILITIES: -**Recruitment:**

- ❖ Manpower Planning and Recruiting employees for Various Positions.
- ❖ Hostel Girls Recruitment in Various Places (All Over Tamil Nadu).

Payroll Administration:

- ❖ Preparation of Monthly statement for all Staffs & Workers.
- ❖ Statutory Compliance (PF, ESI).
- ❖ Annual bonus preparation.
- ❖ Settlement of Gratuity for Resignation, Retirement, Permanent Disablement & Death in Service and Tamil Nadu Labour Welfare Board Scheme for Natural death, Accidental.

Social Compliance:

- ❖ Co-ordinate with the top management and all production faculties and scheduled the audits as per the buyer requirements (M&S, Decathlon, Primark).
- ❖ Certification audits (SEDEX and SA8000).
- ❖ Implementation of all compliance requirements to factory like legal document (Factory License, Fire License, Building Plan Approval, Building stability, ESI & PF and PCB etc.).
- ❖ Policies and procedures lay down by the management at production faculties According to Various Buyers.
- ❖ Conducting awareness programs and training about Health and Safety, Fire Fright Training, First Aid Training and Personnel Protective Equipment's Training etc.

Factory Administration:

- ❖ House Keeping.
- ❖ Vehicle arrangement and vehicle maintenance.
- ❖ Hostel Maintenance & Management.
- ❖ Canteen Management.

Grievance Management:

- ❖ Manage employee grievances by providing timely resolutions.
- ❖ Conducting the periodically meeting for employees.
- ❖ Employee engagement activities.

URC Construction Pvt Ltd

Position: HR Officer

- ❖ Time management.
- ❖ Conducting training about Health and Safety, Fire Fright Training, First Aid Training and Personnel Protective Equipment's.
- ❖ Vehicle management.

Educational Profile:

2014-2015: Diploma in Fire and Safety Engineering - Madura Institution,
Madurai.

2010-2013: DME (Tool & DIE) – Sri Krishna Polytechnic College,
Batlagundu.

Personal information:

Father Name	-	Saravanan K
Mother Name	-	Kiruthiga S
Date of Birth	-	12-12-1994
Marital status	-	Married
Language known	-	Tamil & English

Date:

Signature