

## **MANIKANDAN. M**

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### **CAREER OBJECTIVE**

To work in a challenging and dynamic environment, which gives me an opportunity to add value to the company and enhance my knowledge providing impeccable solution for any given problem with commitment to Company's excellence.

### **EDUCATIONAL QUALIFICATION**

<b>DEGREE</b>	<b>INSTITUTION</b>	<b>BOARD/ UNIVERSITY</b>	<b>YEAR</b>	<b>PERCENTAGE</b>
MBA-HR	Kodai International Business School, Kodaikanal	Bharathiyar University	2014-16	72%
PGDM Marketing	Kodai International Business School, Kodaikanal	AIMA, Delhi	2014-16	70%
B.TECH IT	Sri Ramakrishna Engineering College, Coimbatore	Anna University of Technology	2011-14	64.5%
DIT	Kongu Polytechnic College	Dote	2008-11	87%
SSLC	St. Peter's Matriculation Hr Sec School, Kodaikanal	Matriculation	2007-08	64%

## **ACADEMIC PROJECTS**

### **B.Tech IT**

- Title: Relevant of images based on simultaneous utilization of visual and textual information for tag based research.
- Organization: ISCLOR solution, Coimbatore.
- Duration: 3 months.
- Description: In search engines, instead of typing, placing the image and proceeding with the search.

### **MBA-Human Resource Management**

- Title: A study on recruitment and selection process.
- Organization: VESTORN IT services, Chennai.
- Duration: 40 days.
- Description: It is a process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization. It is also discovering the potential candidates for organization vacancies.
- Roles And Responsibility: Collections Of Data, Presentation, Documentation

## **INTERNSHIP**

Place: **Arise Technologies**, Coimbatore

Training period: Jan2016 to Feb2016 date

Designation: HR Recruiter

### **Roles and Responsibilities:**

- Recruitment and coordination of sourcing, screening, on-boarding, and off-boarding of candidates.
- Search resumes from various Job Portals (Monster, Naukri, and LinkedIn).
- Conducts initial interviews by phone to determine experience and skill level.
- Conducting Prelims.
- Arranges for client interviews and possible offer of employment.
- Organize interviews for short listed applicants, including arranging the interview date, panel, rooms and interview program.
- Audit and authenticate all documents related to legal, salary statements and distribution, policies etc.

## **Employers**

1. Worked as an **HR Executive** in **Suzlon Energy** from Jan-2017 to Dec-2017.

### **Key Responsibilities Handled**

- Answering a multi line telephone system.
- Updating various Excel spreadsheets for employee benefits and various companies related spreadsheets.
- Process new employees through the company orientation program which includes company rules, regulation, culture, etc.
- Maintaining personal files of employees and documentation.
- Handling leave records and attendance system with the HR manager.
- Explaining the policies, procedures, benefits, and what will be expected from them as new employees.
- Making sure that every employee is aware of safety procedure before they start work at the facility.
- Insuring that all contractors have the proper documentation on file before they begin a project.
- Attends to employee grievances and complaints regarding attendance, salary, provides guidance if necessary.

2. Worked as an **HR Manager** in **Clean Touch Facilities Pvt Ltd** from Jan-2018 to June-2024.

### **Key Responsibilities Handled**

- Collecting attendance data
- Processing salaries, deductions, Incentives
- Handling statutory compliances(PF,ESI,TDS,etc)
- Recruitment-Housekeeping & Security staff
- Identifying manpower requirement
- Posting job openings and short listing staff
- Conducting interview and selecting staff
- Completing background verification and documentation
- Employee Orientation & Training
- Conducting induction program for new employees
- Training on company policies and job responsibilities
- Safety and Compliance training

- Tracking attendance of deployed staff at client sites
- Coordinating with site supervisor for regular updates
- Keeping employee records such as ID proofs, contracts, payroll details
- Managing advance request from staff
- Ensuring proper approval and documentation
- Deducting advances from salaries as per policy
- Food and Accommodations for new joiners
- Arranging suitable lodging facilities
- Coordinating meal provisions
- Client meetings – Attending regular meetings with clients
- Addressing concerns and service feedback
- Ensuring compliance with client requirement
- Coordinating manpower planning for new sites
- Recruiting and deploying staff for new location
- Setting up payroll and compliance process
- Visiting client site for performance assessment
- Gathering feedback and ensuring quality service

**3. Working as an HR Manager in Sree Abirami Institutions, Coimbatore from June-2024 to till date.**

**(Colleges: Nursing, Physiotherapy, Pharmacy, Occupational Therapy, Allied Health Science)**

- Recruitment & Staffing
- Oversee the complete recruitment process for Teaching and NonTeaching staff across five colleges
- Coordinate job postings, interviews and onboarding
- Maintain a talent pool for future hiring needs
- Payroll Management
- Handle end to end payroll processing for all staff
- Ensure accurate salary disbursement and deductions
- Maintain compliance with statutory regulations

- Conduct regular college rounds to monitor operations and staff performance
- Organize monthly meetings for non teaching staff to address concerns and improve efficiency
- Meet with principal to discuss staffing issues and institutional requirements
- Oversee indent request and approvals for college stores
- Housekeeping and Security Management
- Monitor housekeeping services to maintain cleanliness and hygiene
- Ensure security personal are effectively deployed and performing their duties
- Assess workforce requirement and discuss hiring plans with principals
- Hostel rounds & Supervision
- Conduct periodic hostel inspections to ensure safety and proper maintenance
- Maintain vendor meetings for negotiations and service improvements

## **AREAS OF INTEREST**

- ✓ Recruitment
- ✓ Training and development
- ✓ Event management
- ✓ Administration

## **COMPUTER SKILLS**

**Operating System:** Windows 7, Windows-XP

**MS Office Package:** MS OFFICE & INTERNET

## **EXTRA CURRICULAR ACTIVITIES**

- Participated in Volley Ball tournament.
- Participated in Hockey tournament.
- Attended Implant Training at ISCLOR soft solution, Coimbatore
- Co-ordinated and Actively participated in Winter Fest 2015(Ad-Zap, Paper Presentation, Just a minute & other cultural events ) at Kodai International Business School
- Actively held as college cultural team coordinator as on 2014 – 15
- Organized HR Tamil conference conducted by Tamilnadu & Pondicherry HR groups On May 29 & 30 at Kodai International Business School, Kodaikanal.

## **PERSONAL DETAIL**

Father Name : M.C.Mohan  
DOB : 17.05.1992  
Address : 12/44 A Pambarpuram, Kodaikanal- 624101  
Current Address : Siddhapudur, Gandhipuram, Coimbatore- 641044  
Gender : Male  
Material status : Married  
Nationality : Indian  
Language Known : Tamil, English, Hindi

## **DECLARATION**

I hereby declare that all the information provided above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place :**

**Manikandan M**

**Date :**