

GOPI H

HR cum Admin Manager

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Professional Summary

Dynamic and results-driven HR & Admin professional with over 18 years of progressive experience across the knitted garments and leather industries. Adept at managing HR strategy, workforce planning, payroll, compliance, and administrative operations. Proven record in streamlining HR processes, enhancing employee engagement, and ensuring statutory compliance. Strong leadership in establishing HR policies and creating a performance-oriented work culture.

Career Highlights

- 18+ years of experience in HR & Administration roles across Tirupur, and Ambur.
- Led HR & Admin functions for organizations employing 300-2000+ members.
- Successfully implemented HRMS, payroll digitization, and compliance automation.
- Instrumental in reducing employee turnover and improving engagement through welfare initiatives.
- Experience in vendor management, facility administration, and compliance audits.

Core Competencies

Recruitment & Manpower Planning, Payroll & Statutory Compliance, Employee Relations & Engagement, Training & Development, HR Policy & Process Implementation, Performance Management, Disciplinary Procedures, Factory & Office Administration, Compliance Audits, HRMS Operations, Vendor & Contract Management, Purchasing, Logistics and Bank Relations, Vehicle Maintenance, Property Purchasing and Construction

Professional Experience

CTC International, Arulpuram, Tirupur

HR cum Admin Manager | January 2021 - Present (5 Years)

Oversee HR and administrative operations for a leading knitted export garments, Printing and Dyeing Units with a workforce exceeding 300+ employees. Responsible for end-to-end HR management including recruitment, compliance, payroll,

employee engagement, Administration, HR budgeting, Transport and Export Documentations with Bank Relations and Canteen Management.

Handled Over all HR and admin functions in the printing and dyeing sector.

Key Achievements :

- Implemented HRMS integrating attendance, payroll, and leave modules.
- Conducted training and awareness sessions on health and safety and compliance.
- Implemented recruitment drives and recruitment processes.
- Reduced absenteeism and improved retention through engagement initiatives.
- Ensured statutory compliance under Factories Act, ESI, PF, and labor laws.
- Streamlined admin operations including canteen, transport, Purchase, Construction, Bills, Bank Relations and facility management.
- Handled exports documents like invoice, packing list, BL, HAWB, Shipping Bill and Bank documents submission for against foreign currency inward and machine import.
- Handled Hostel with 200+ Employees
- Handled Sedex 4 Piller Audit, Next Audit, OCS, GOTS, Oeko Tex Certification Audit.
- Managed end-to-end property acquisition process including site identification, due diligence, negotiation, and closing.
- Oversaw construction projects from planning to handover, ensuring compliance with timelines, budgets, and quality standards.

Gopi Group of Company, Madhanur, Ambur.

(Gopi Leather & Co, Callidus Shoemakers Pvt Ltd, Indo Italiana & Florida Shoe)

Group Manager, HR cum Admin | January 2014 - December 2020 (6 Years)

Handled Over all HR and admin functions in a reputed leather Shoe Export manufacturing firm. Managed workforce deployment, factory compliance, and statutory documentation to the 2000+ Employees. Responsible for HR management including recruitment, payroll, employee engagement, HR budgeting, Administration, Transport, Property Purchasing and Construction

Key Achievements :

- Implemented HRMS integrating attendance, payroll, and leave modules.
- Conducted training and awareness sessions on Health and safety

- Coordinated recruitment drives and onboarding processes.
- Reduced absenteeism and improved retention through engagement initiatives.
- Ensured statutory compliance under Factories Act, EPF and Group Insurance
- Streamlined admin operations including canteen, transport, Bills and facility management.
- Managed end-to-end property acquisition process including site identification, due diligence, negotiation, and closing.
- Handled Hostel with 500+ Employees
- Oversaw construction projects from planning to handover, ensuring compliance with timelines, budgets, and quality standards.

Eureka Leather Garments, Ambur

HR cum Admin Manager | January 2010 - November 2013 (4 Years)

Implemented efficient HR systems to manage 400+ employees. Oversaw performance reviews, welfare programs and Canteen Management

Key Achievements:

- Implemented HRMS integrating attendance, payroll, and leave modules.
- Conducted training and awareness sessions on health and safety and compliance.
- Coordinated recruitment drives and onboarding processes.
- Reduced absenteeism and improved retention through engagement initiatives.
- Ensured statutory compliance under Factories Act, ESI, EPF
- Streamlined admin operations including canteen, transport, and facility management.
- Handled Compliance Audit in Zara, H&M, Mango, Levies and SA 8000, WRAP and CTPAT Certification Audit.

Mirth Garments Pvt Ltd, New Tirupur

HR Manager | November 2007 - October 2009 (2 Years)

Implemented efficient HR systems to manage 400+ employees. Oversaw performance reviews, welfare programs, and HR budgeting. Directed HR activities for a knitted garments export unit. Conducted audits, training, and disciplinary actions while ensuring compliance.

Key Achievements :

- Implemented HRMS integrating attendance, payroll, and leave modules.
- Conducted training and awareness sessions on health and safety and compliance.
- Coordinated recruitment drives and onboarding processes.
- Reduced absenteeism and improved retention through engagement initiatives.
- Ensured statutory compliance under Factories Act, ESI, EPF
- Streamlined admin operations including canteen, transport, and facility management.
- Handled Hostel with 250+ Employees
- Handled S.Oliver, Li & Fung, M&S Social Compliance Audit.

RRD Tex, New Tirupur

Admin In-Charge | April 2006 - October 2007 (1.5 Year)

Implemented efficient HR systems to manage 400+ employees. Oversaw performance reviews, welfare programs, HR budgeting and Production Planning.

Key Achievements :

- Implemented HRMS integrating attendance, payroll, and leave modules.
- Conducted training and awareness sessions on health and safety and compliance.
- Coordinated recruitment drives and onboarding processes.
- Reduced absenteeism and improved retention through engagement initiatives.
- Ensured statutory compliance under Factories Act, ESI, EPF
- Streamlined admin operations including canteen, transport, and facility management.
- Handled Mother Care Social Compliance Audit.

Texport Industries, Tirupur

HR Asst | 2002 - 2006 (3.5 Years)

Supported HR operations including recruitment, induction, documentation, and payroll assistance for factory-level staff.

Key HR & Admin Projects

- Asst for digitized HR & payroll operations reducing manual errors by 40%.
- Asst for employee recognition programs improving morale and retention.

- Asst for standardized compliance reporting to meet audit and buyer requirements.
- Supported in GAP, Walmart, H&M Social Compliance Audit

Education :

B.A. Economics - Madras University, (2001)

Personal Details :

Father's Name : Haridoss

Date of Birth : 04 January 1982

Languages Known : Tamil, English

Marital Status : Married

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