

Gubbaraboyana Pothu Raju (GP Raju)

No.15-A, 8<sup>th</sup> Street,  
Nehru Nagar,  
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Chennai – 600 081.  
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**ACADEMIC PROFILE :-**

<b>Curriculum</b>	<b>Institution</b>	<b>Year of Passing</b>
M.A. – Personnel Management & Industrial Relations	Alagappa University, Karaikudi	2009 Second Class
Post Graduation in Labour Laws	Tamilnadu Institute of Labour Studies, Chennai	2001 First Class

**PROFESSIONAL QUALIFICATION :-**

<b>Curriculum</b>	<b>Institution</b>	<b>Year of Passing</b>
Master of Business Administration	Institute of Management Studies – The New College, Chennai.	2005 First Class

**TECHNICAL QUALIFICATION :-** : MS Office

**PERSONAL INFORMATION :-**

Age and Date of Birth : 52 years (12.01.1974)

Marital Status : Married

Languages : English, Tamil, Telugu, Hindi and Kannada

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**Career Objective**

To be an excellent example with an unique combination of Human Resources Development, Administration, Statutory Compliance and Liaison skills with confident of handling higher responsibilities in this function in any industry.

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**Core Competencies**

Human Resources ♦ General Administration ♦ Statutory Compliances ♦ Liaison

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**A strategic and creative personality having 30 years of passionate professional experience in the field of Human Resources and General Administration profession**

**The following are the key responsible positions handled during my experience;**

**Working as “General Manager – Human Resources and Administration” from August, 2025 to till date with M/s. KAR Garments Private Limited, Thirukalukundram, Chenglepet, Tamilnadu**

**Worked as “General Manager – Human Resources and Administration” from September, 2017 to June, 2025 with M/s. Punit Creations formerly M/s. Sri Textile Erode Private Limited, Hosur, Krishnagiri, Tamilnadu**

**Worked as “General Manager – Human Resources and Administration” from October, 2013 to August, 2017 with M/s. Hindusthan National Glass and Industries Limited, Naidupeta, Nellore Dist. Andhrapradesh.**

**Worked as “Head – Human Resources and Administration” from February, 2008 to September, 2013 in M/s. Regency International Clothing Private Limited, Tiruvallur.**

**Worked as “Senior Manager – Human Resources and Compliance” from December, 2003 to January, 2008 in M/s. Ambattur Clothing Limited Group;**

**Worked as “Section In-charge – Human Resources Relations and Industrial Relations” from May, 1995 to December, 2003 in M/s. E.I.D. Parry (India) Ltd., Compound Fertiliser Factory, Ennore, Chennai – 600 057 (An I.S.O.-14001 Certified Company) being the part of Murugappa Group.**

**The following are the key skill grid during my 30 years of experience;**

▶▶ **Handled more than 6000 employees in a single facility** and successfully handled Multiple Facilities under my Leaders-ship (**5 Factories in Ambattore Clothing Group**)

**Human Resource Management :-**

▶▶ Manpower Planning and Implementation

▶▶ Preparation of **HR and Compliance budget**

▶▶ Selection and Recruitment of Manpower and **kept the Garment Industries to meet Manpower demand 100% at all times during my tenure.**

▶▶ Strategic Management, **Kept the Absenteeism at 3-4% and Attrition at 3%, have contributed 30K USD monthly through Cost Control Initiatives.**

▶▶ Designing and Development of **Company Policies for all Garment Industries during my tenure.**

▶▶ Effective **Development and Implementation of TOMS** (Time Office Management System)

▶▶ Designed **Job Description for each position and Apprising their performance** in a periodical manner

▶▶ Member of Implementation team - **SAP 4.6 B HR Module**

▶▶ Member of Development and Implementation of **HRMS** (Human Resources Management System)

▶▶ Familiar with Out-sourcing Strategies

▶▶ Design, Development and Implementation of **“Management Information System”**

▶▶ Handled **25 Foreign Expatriates complete liaison with All Government Authorities at Regency International Pvt., Ltd and Ambattore Clothing Ltd.**

▶▶ Designed and **Developed Incentive Scheme for workers and supervisors**

▶▶ Overall Responsible for **Salaries and Wage Administration.**

**Training & Development :-**

▶▶ Exploring, **Analysing and Interpretation of Skill-gap of employees**

▶▶ Scheduling the Training Programmes

▶▶ Analysis of Training Feedback

▶▶ Organising Workers and Supervisors Development Programmes

### **Industrial Relations :-**

▶▶ Cordial relationship with Employer and Employees, **handled all the Garment Factories without any IR Issues during my tenure.**

▶▶ Team member of Long Term Settlement, Pension Scheme, Productivity Linked Bonus, Etc.

▶▶ **Compliance of all Acts relating to Factories & Establishments.**

▶▶ Conducted **Domestic enquiry for delinquent employees**

▶▶ Conducting All Statutory Committee Meetings

▶▶ **Addressing Majority of the employees' Grievances and converted unproductive and employees as productive employees through effective Counseling.**

▶▶ Attended Labour Disputes with Conciliation officers and Labour Courts.

▶▶ **Liaison to maintaining cordial relationship with Government Authorities likes District Collector Office, District Superintendent of Police Office, Q Branch Head Quarters Office, Inspector of Factories, E.S.I.C., P.F., Local Panchayat, Employment and Training, Employment Exchanges, etc.**

▶▶ Compliance with the provision of Contract Labour (Regulations & Abolition) Act

### **Social & Statutory Compliance :-**

▶▶ **Handling of Social Compliance for Factories across the group**

▶▶ **Internal Lead auditor for SA-8000 / WRAP / C-TPAT Certifications**

▶▶ **Designing and Development of Management Systems on Code of Conduct in association of Levis**

▶▶ **Organizing Small Group Activities among the employees for internal Compliance**

▶▶ **Designed, Developed and Implemented a Scientific tool for HR Audit for Garment Industries.**

▶▶ Effective co-ordination through training on implementation of various systems like ISO-14001, P.S.M.S. HAZOP, CEDAC, HOUSE KEEPING, etc.

### **General Administration:-**

▶▶ Overall responsible for Canteen, Housekeeping and Transport Administration.

▶▶ **Contributed Cost Control on Transportation, Housekeeping and Canteen expenses.**

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