

RESUME

VILVANATHAN.R
MSW-HR (2009-11)

Objective:

Strategic and performance-driven HR & Administration Leader with over 14+ years of progressive experience in textile and apparel manufacturing industries. Expertise in workforce strategy, statutory & social compliance, industrial relations, payroll management, employee engagement, and factory HR operations. Proven ability to reduce attrition, strengthen compliance systems, streamline HR policies, and build high-performance work cultures aligned with business objectives.

Educational Qualification:

2011 - Master of social work with specialized in Human Resource Management from Madurai Institute of social science affiliated to Madurai Kamaraj University with First Class

2009 - Bachelor of Arts and Bachelor of Law [BABL] in Madurai Law College affiliated to Tamilnadu Dr.Ambedhkar University

2005 - Higher Secondary Certificate from Kshatriya Nadar boys Hr.sec.school, kamuthi, with aggregate of 61%

2003 - Secondary school leaving certificate from Chathriya Nadar boys Hr.sec.school, kamuthi, with aggregate of 80%

Work Experience

Designation: Senior Manager –HR & Admin

Company: Victus Apparel Private ltd

Duration: 10-11-2023 to till date

Job Responsibility:

- ✓ Spearheaded overall manpower planning and recruitment management to ensure optimal workforce alignment.
- ✓ Strategically reduced employee absenteeism and attrition through targeted retention initiatives.
- ✓ Designed and executed employee engagement programs to boost morale and productivity.
- ✓ Effectively managed employee grievance redressal mechanisms to maintain a harmonious work environment.
- ✓ Oversaw comprehensive employee welfare initiatives, ensuring satisfaction and well-being.
- ✓ Facilitated training and development programs to enhance skillsets and performance.
- ✓ Ensured adherence to statutory compliance requirements and labor regulations.
- ✓ Promoted and monitored adherence to buyer codes of conduct and ethical standards.
- ✓ Conducted and tracked employee safety training to support a secure workplace.
- ✓ Managed transportation logistics to support employee commute efficiency.
- ✓ Supervised hostel facilities, ensuring proper accommodation and employee satisfaction.
- ✓ Directed security operations to safeguard personnel and company assets.
- ✓ Contributed to policy formulation and system development for improved HR operations.

Designation: Manager –HR

Company: AKRUTHI APPARREL, Theni

Duration: 14-7-2022 to 9-11-2023

Job Responsibility:

- ✓ Led manpower planning and recruitment management to ensure timely staffing and workforce optimization.
- ✓ Planned and coordinated internal and external training programs to support employee skill development.
- ✓ Monitored and ensured timely renewal of statutory compliance in accordance with Factory Act norms.
- ✓ Conducted internal social compliance audits to uphold customer codes of conduct and maintain ethical standards.
- ✓ Developed and implemented various HR policies aligned with organizational goals and legal requirements.
- ✓ Managed all aspects of HR, administration, and compliance to ensure smooth organizational operations.
- ✓ Organized employee engagement and motivation initiatives to foster a positive workplace culture.
- ✓ Handled disciplinary actions in accordance with company policies and labor laws.
- ✓ Oversaw company-wide safety and security measures to ensure a safe and secure work environment.

Designation: Manager –HR

Company: First Garment Mfg Co (I) Pvt Ltd

Duration: 11-6-2015 to 10-07-2022

Job Responsibility:

- ✓ Executed effective manpower planning and recruitment strategies to meet organizational workforce requirements.
- ✓ Coordinated employee training and development programs to enhance skills and performance.
- ✓ Ensured compliance with customer codes of conduct by conducting and monitoring internal social compliance audits at scheduled intervals and as needed.
- ✓ Followed up and ensured timely closure of Corrective Action Plans (CAP) to maintain audit readiness.
- ✓ Addressed employee grievances through active facilitation of Food, Safety, Anti-Harassment, and Grievance Committee meetings.
- ✓ Monitored and ensured timely renewal of statutory compliance as per Factory Act norms.
- ✓ Developed and implemented a range of HR and administrative policies to support company objectives and legal compliance.
- ✓ Organized employee engagement and motivation activities to foster a positive workplace culture.
- ✓ Managed disciplinary procedures in alignment with company policies and labor laws.
- ✓ Oversaw company-wide safety and security measures to ensure a safe working environment.
- ✓ Supervised payroll processes including ESI and PF contributions via online portals, ensuring accuracy and compliance.
- ✓ Handled overall responsibilities related to HR, administration, and statutory compliance across the organization.

Designation: Personnel Officer

Company: Loyal Textile Mills Ltd

Duration: 03-06-2011 to 07-04-2015

Job Responsibility:

- ✓ Managed effective manpower recruitment and workforce planning to meet operational requirements.
- ✓ Oversaw payroll processes, including ESI and PF contributions through online portals, ensuring compliance and accuracy.
- ✓ Maintained workplace discipline and a positive environment through efficient security management.
- ✓ Administered hostel and canteen facilities for over 200 workers, ensuring smooth daily operations.
- ✓ Ensured compliance with employee welfare, health, and safety standards in accordance with the Factory Act.
- ✓ Conducted awareness and training programs on health and safety topics including fire extinguisher use, fire alarm response, first aid, PPE, 5S, and Integrated Management Systems (IMS).
- ✓ Contributed to the successful completion of external audits such as SA 8000, 5S, and IMS by supporting related compliance and documentation activities.
- ✓ Organized cultural events and games during festivals to boost employee morale and engagement.
- ✓ Arranged and coordinated employee tours during festival holidays to promote team bonding and relaxation.

Personal information

Date of Birth : 03/05/1986

Gender : Male

Father Name : P.Rajendran

Marital Status : Married

Wife Name : Rajalakshmi

Address for Communication: 1/11,East street
Chithirankudi.-Post & vil
Muthukulathur -Tk
Ramanathapuram –Dist ,
Pin code -623704

Contact number (Mobile) : 9894335155

E-mail : vilva.swt@gmail.com

Declaration:

I hereby declare that the above particulars furnished are true and correct to the best of my knowledge and belief.

Station: Mudukulathur

Signature

Date :

Vilvanathan.R