

RESUME

Name : P.MADURAIDURAI
Father's name : M. Ponnambalam
Date of birth : 16.10.1974
Age : 51
Qualification : M.Com
Add-Quaification : Dip. Labour Law &Admin Law
Language known : Tamil and English
Present address : 16-A EXTENSION ST,
SINGANALLUR- COIMBATORE-5
Permanent address :48 Mariappa Pillai st , Villapuram
Madurai – 625012

Working experience : Worked as a **TIME KEEPER** in **M/S RUKMANI MILLS** Ltd at Madurai in HRD department from 1995-97

Worked as a **PERSONAL OFFICER** in **P.L.R TEXTILES**
(KOTHARI TEXTILES MILL -1) Coimbatore from 1997- 2002

From 2002-2013 working as a HR Manager in **Tubeknit Fashions**
Limited concern in Tirupur. Garments factory

From 2014 -2016 working as on Gr HR & Admin Manager in a **Clifton export Pvt Ltd**
Garments factory in Tirupur

From 2017-2022 working as on Majestic exports Garments factory on Gr-Senior- HR &
Admin Manager- Tirupur.

From 2022-2025 working as on GVM LFASHIONS P LTD Garments factory on Sr- HR &
Compilace Manager- Tirupur.

Mobile number : **8925024099**

E-mail Address : maduraidurai43@gmail.com

RESPONSIBILITIES IN PRESENT POSITION

Helping in all respects of the mills policy relating to recruitment, job analysis evaluation of Employee potential, carrier development, training manpower planning job rotation, promotion Salary planning, grievance, redresser etc.

Wages and salary administration, administration of hostel gent & Ladies canteen & security disciplinary action, Co-ordination, supervision of statutory welfare facilities like ESI, PF etc.

Preparing and submitting all relevant details in respect of statutory and other necessary returns information mostly under the factories act, Tamilnadu labour welfare fund act, employees provident fund, Employees state insurance etc.

Preparing and submitting all relevant details in respect of group insurance scheme in lieu of EDLI scheme 1976 & group gratuity scheme (An insurance scheme under the life insurance corporation of India)

Handling security measure like allotting duties, verifying inward and outward registers maintaining by the Watch & ward department.

Workers discipline, control and supervision of ladies and gents hostel. Handling labor problems, recruitment

the manpower, absentee control, show cause notice prepared and issued to attend the hearing .

Preparation wages & salary for employees for about 2000 employees. Union = management & worker on 12(3) and 8(1) settlement from labour office. Attend the Labour court matter and staff Salary Tax area not covered the area .

Knowledge In Computer:-

Attendance Recording System & ERP maintenance.

Buyer compliance methods and attend all inspection in HR level

S.A 8000 -2014 / BSCI /SEDEX/WRAP/ CT-PAT /security Audit (walmart) certificate & Policy / all (III) party audit level (ITS/SGS/TUV/UL/BV/RINA/BSI) , Higg /GOTS/ OCS/ GRS Direct buyer audit

Buyeraudit

: Hanes/Tesco/walmart/disney/primark/Next/Hema/Matalan/kaufland/somerbond/Carrefour SABOR-JANSON/SUNCITY, PRIMEX, PIP@CO, ADLI /Pico, RALPHLAUREN& also primary and cookies.

Overall control as administration and HR Department to related to the policy

. Employee Aspects

a. Employee recruitment & selection

b. Employee Induction Training & Seminars organizing c. Working hours management >> In & Out Time, Leave approval & Permissions d. Employee Payroll & Pay slip Maintenance e. Employee Statutory Benefits Management > Employee Exit & Settlement procedures

2. Day to Day functional aspects

a. Reviews & approvals of all expenses relating HR & Admin b. Handling Statutory documents & Licenses relating to compliance c. Issuance of Circulars on Occasions d. Organizing events on Special Occasions e. Workstation Tidy & Cleanliness f. General check up on Health & Safety of the employees inside the premises g. Preparation of Procedural Policies, when required .. Security, Drivers, EDP, Receptionist & Domestic Workers Duty Schedule & Monitoring k. Dormitory Handling & Maintenance

3. Physical Assets Management

a. Review & approval for purchase of all assets & equipments b. Asset Maintenance >> Machinery & Civil c. Vehicle Maintenance >> Trip Sheet, Periodical Service & Insurance review d. Electrical Work & Civil Work Co-ordination e. Electrical Equipments Stock Maintenance f. Review proper Usage of Systems, Scanners,

Photocopy machines g. Fuel Allowance Managementfor staffs& Company vehicles

Declaration

Hereby I declared followed details are true of my knowledge. When I'm selected will work to you as

true of my knowledge.

Yours Faithfully,

Date:

P.MADURAI DURAI