**S SENTHILKUMAR**

99 South Street

Bahoor

Pondicherry State

Pin code 607 402

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Objective

As an aspirant to work in an challenging environment, enhancing opportunity to row day by day with responsible, innovative human resources professional and to grow with the organization.

EDUCATIONAL PROFILE

* Master’s Degree in Economics from Annamalai University (M.A)
* Master of Human Resource Management from Pondicherry University(MHRM)

INDUSTRIAL EXPERIENCE

* 15 Years in the field of personnel management/HR/Administrative functions/statutory

COMPUTER SKILLS

* MS Office

Technical Skills

* English & Tamil typewriting & Shorthand in English

CAREER PROFILE:

Working as an **Assistant Manager - HR & Admin** for **Jain Recycling Private Limited,** (A group of Jain FGL Metal Group) Gummidipoondi, Thiruvallur District, chennai From 03.01.2022 to till date

* Daily attendance taken from **MATRIX** Bio Metric attendance Recording System
* Payroll workings from **SARAL** Software System.
* Handling 20 Manpower supply Contractors
* Receiving contractor monthly bills, coordinates with corporate office for contractor payment
* Coordinating with Corporate office for employees payroll process
* Liaising with departments like Directorate of Industrial Safety & Health (Inspector of Factories) ISMW, TNCLRA, Municipality/Panchayat, Fire, EPFO, ESIC & PCP.
* Preparing renewal work for Inspector of Factories, Panchayat Running License&Fire
* Preparing Professional Tax statement who comes under the P-Tax slab
* Contractors attendance &wages for daily rated, CTC based workers & Piece rate wages
* Responsible for maintaining all kinds of statutory returns and keeping all statutory records/registers.
* Contract Labour Management
* Canteen/Transport/Security

Worked as an Officer – HR for **India Nippon Electricals Limited, Kariyamanickam, Pondicherry** from 16.12.2013 to 31.12.2021

**Core: Time Office functions, Payroll process – on roll, Apprentice and NEEM Trainees, Statutory compliance functions, Liaisoning activities.**

Roles and responsibilities:

* Daily Absenteeism Report taken in Attendance Recording System

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| * Man power Strength update in department wise |  |

* Monthly MIS Data
* Absenteeism Counselling for trainees daily
* Monthly attendance closed and data send to Corporate Office
* Time Office Management
* Salary checking and Preparation for on roll and trainees
* Gross Salary and Net pay salary Reconciliation given to Finance department
* Release monthly deductions like LIC, Union subscription, SCCS
* Joining formalities for on roll, Apprentice, NEM Scheme trainees
* Generating employee ID and Muster creation for new joiners
* Personal files maintenance (Live & Exit)
* Maintaining Attrition Data for regular employees
* Full and final settlement workings/Exit Interview for resigned employees
* Gratuity claim settlement for eligible employees
* PF loan process, PF claim, PF Pension, PF Transfer through online PF portal
* Aadhar based details change request & KYC update in PF portal
* e – nomination through on line for employees
* ESI Administration
* Maintaining all statutory registers like Form-7, Form-12, Form-15, Form-23, Form-25 etc
* Submit all statutory returns on time like monthly/quarterly/Half yearly/annual
* Staff welfare
* Conducting HR induction for all employees
* Incorporate operators Basic, DA, Service Allowance, FDA increment as per LTS
* Annual Plant Performance incentive workings for operator
* Leave encashment workings for all employees
* Disciplinary proceedings-conducting domestic enquiry and submitting the enquiry officer findings
* Issuing warning Letter and termination Letter
* Form – 26 from Medical inspector of factories
* Maintaining form 16 A Health Register
* Monitoring over time not exceeding 50 hrs in a quarter as per factories act
* Monitoring Continuous work not more than 9 days as per factories act
* Contractor agreement renewals
* Professional Tax/Property Tax/Land tax payment
* Maintaining quarantine leave check list for Covid+ve affected employees and trainees
* Union handlings
* During pandemic situation monitoring employees temperature checking at the time of gate entry, self-declaration forms collecting for Covid - 19 SOP adherences, wearing mask, Covid test arrangement for employees Covid symptoms found if any, supervising distance maintaining in shop floor. Gathering employees to nearby Primary Health Centre for injection of vaccine (first dose and second dose)
* **Worked as a HR Executive for M/s Mailam India Limited, Sedarapet, Pondicherry from July 2012 to Dec 2013 (Reporting to Chairman)**
* **Worked as a Jr.HR Officer for M/s. Bright Brothers Ltd, Thirubhuvanai, Pondicherry form May 2010 to June 2012. (Reporting to Dy. Manager – HR&IR)**
* **Worked as a Jr. Officer–Human Resource for M/s. Cavin Industries Pvt Ltd (Cavinkare) Korkadu, Pondicherry from Dec 2007 to May 2010 (Reporting to Factory Head)**
* **Worked as a HR Assistant for M/s Ponds Exports Limited Vadamangalam, Pondicherry (Leather Division, a unit of HLL ) Pondicherry from July 2007 to Dec 2007**
* **Worked as Admin Assistant for M/s Lebracs Rubber Linings Private Ltd., Sedarapet Pondicherry from Dec 2005 to June 2007**

**Achievement in my Career:**

Name changes in all the departments like Factory Licence, Commune Licence, Pondicherry Pollution Control Committee, Groundwater Authority, Industries Department, Civil Supplies, Electricity Board, Telephone Exchanges, EPF and ESI from Padhmam Herbal care Private Limited to Cavin Industries Private Limited

**Personal Profile:**

Father’s Name : S Shanmugam (late)

Nationality : Indian

Date of Birth : 05.03.1976

Gender : Male

Martial Status : Married

Lanuages Known : Tamil & English

Hobbies : Reading Books, Watching Cricket, Listening Music

(**S SENTHILKUMAR)**