PRADEEP KUMAR D R

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**Objective:**

As Human Resources is responsible to assist in the smooth and efficient running of business. Contribute actively to the business's growth, processes and future profitability. To further developing my skills in Human Resources Management with an industry leader offering opportunities for future growth and positive advancement.

**Strength**

* Positive Attitude and Team Management skills
* Initiate to know and absorb new areas quickly.
* Smart working and Ambitious
* Client/ Management approach Internal and external.

##### Skills

* Good knowledge in HR.
* Handling work under pressure in fast paced environments.
* Can communicate in English and Tamil.
* Working knowledge in Internet, MS Office...

**Experience**

* Working as an **“Assistant Manager HR & Admin”** in Siesta Logistics Corporation Limited from March 2014 to Present.
* Worked as an “Administrative Officer” in Electronics Corporation of India Ltd (ECIL) Department of Atomic Energy (DAE) for PFBR Project at Kalpakkam from December 2010 to December 2013.
* Worked as an Executive – HR in M/s Apex Knowledge Solutions P Ltd in Chennai from Aug 2007 to Oct 2010
* Worked as a Assistant HR in M/s Leela group of Companies in Chennai from March 2006 to May 2007.

**Recruitment:**

* Searching the database / web / jobsites to source out the required resumes /CV.
* Speaking / Emailing to the screened / short-listed resumes and checking their availability and interests.
* Sell and forward the interested candidate resumes to Head of Department.
* Maintain excellent resume to interview conversion ratio.
* Training the candidates on interview pattern and interview tips for all the rounds of interview.
* Making calls & Head-hunting.
* Coordinate interviews efficiently and make the event happen.
* Man Power Planning , End to End Recruitment Process , Joining formalities and Induction, relieving procedures , Skills Training based on requirements

**Payroll (Salary Processing):**

* Taking Care of Complete Staff Data Base.
* Pay-roll processing with regard to labor laws.
* Monitoring PF, ESI, PT Calculations, Remittances, Fillings, etc.
* Monitoring Relieving Procedures and Settlements & General administration- related work and Employee Co-Ordination.
* Monitoring the Contract Employees details.

**Core HR (Generalist Area):**

* Taking Care of joining formalities of the Employees.
* Co-ordination with the new jonnies of the internal employee.
* Issuing the Offer Letter and explain the salary details.
* Employee Relationship Management.
* Handling Exit Interview.
* Processing Employee PF, ESI, and Mediclaim & Other Employment Registration form.

**Office Administration:**

* Monitor the House keeping & Security guard employees
* Monitor & maintain the records like Inward & outward Register
* Purchase and maintain the materials on requirement basis
* Preparing monthly budgeting.
* Timely Vendor Payment
* Payment of Electricity Bill , Telephone bill, Rental
* Transport Arrangement
* Guest House Accommodation
* Maintaining the petty cash expenses
* Day to day office Administration Works

**Educational Qualification**

* M.B.A (HR & Marketing from Anna University 2002 to 2004.)
* B.com (Bachelor of Commerce from Madurai Kamaraj University 1999 to 2002.)

**Personal Profile**

Father’s name : Ravindran D V (Late)

Languages known : English, Tamil & Sourastra

Date of birth : 03/04/1982

Marital Status : Married

Sex : Male

Present Address : No. 46, Kannia Chetty Street

Venkatapuram, Ambattur,

Chennai.

## Declaration

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I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.

Chennai:



Date: (Pradeep Kumar D R)