

INDUMATHI J

Mobile No : +971 568481231

Email ID : hr.indhu586@gmail.com

PROFESSIONAL SUMMARY

Performance and result - Driven HR specialist with 6+ years of experience encompassing workforce planning, HR Development, Employee and labor relations. Demonstrated commitment by providing top-quality support to the management for growth and development of business. Executed successful programs and well versed in Payroll, Recruitment, Training and development, Statutory using HRMIS.

PROFESSIONAL EXPERIENCE

BRIDGER, (Environmental Consulting), Sharjah, UAE, HR Generalist, June'17 to Sep'19

Responsibilities

- Framing of new HR Policies and Procedures to provide structure for work environment.
- HR plan and strategies, Groundwork for support, Developing Employee relation policies and Procedures.
- Involved in creating work culture, employee's life cycle like hiring, onboarding, Processing payroll and benefits etc.,

M/s. SL LUMAX LTD, Chennai, India Tier 1 Suppliers - Hyundai Motors Ltd, Assistant Officer- HR, April'09 to Sep'12,

Responsibilities

Payroll administration/ Personnel Management

- Time office (Thro' Proximity and Biometric system for staff, workers, trainees and contract labor)
- Handle daily attendance from attendance software (C Pay through ZECONS)
- Prepare Absenteeism report (1200 employees)
- Monthly salary process for staff, workers, trainees and contract labor (1200 employees)

Training & Development

- Manage all training & development activities like
 - a) Skill needs identification
 - b) Preparation of training calendar
 - c) Organizing training programs, Feedback Analysis
 - d) Evaluation of training program Welfare_Management

Talent Acquisition (Post & Pre)

- Handling interview for executives, trainees and contract labors
- Recruitment, Induction, master updates and joining formalities
- Interview scheduling for senior level candidates
- Issuing offer and appointment orders to trainees and executives
- HR data base administration (Staff, workers, trainees and contract labors)

Statutory Management

- Provident Fund (PF) and Employees' State Insurance (ESI) monthly returns coordination
- Half yearly returns to ESI
- Annual return of PF co-ordination
- Form 5 & 10 preparation

Management Information System (MIS)- HR

- Monthly addition and deletion report to Executive Director-HR
- Monthly man-hour data to Executive Director coordinating with Production and Control department
- Report to HR Manager for HRMIS, MR/KPI meeting

Other Activities Management

- ID card preparation to all level of employees
- Bank loan coordination for interested employees
- Account opening coordination for new joiners
- Visa processing
- Editor of company magazine
- Housekeeping maintenance
- Canteen management (Overall activities - Monthly processing and maintenance)
- Welfare activities - Monthly (Refreshments, Employee Engagement Program)

M/s. ANGEL STOCK BROKING PVT LTD, Chennai, India, Back Office Executive, Sep'08 to Feb'09

- HR Coordinator – Assisting the HR Manager
- Maintaining Employee Records
- Assisting with Payroll, Recruitment and Training and development records
- Backend support for database management of Mutual Funds

EDUCATION

MBA-HR & Finance, Vel Tech College of Engineering, Anna University, Chennai, India,
2006 – 2008, 73% Score

B.COM, Jaya College of Arts & Science, Madras University, Chennai, India,
2003 – 2006, 70% Score

Post Graduate Diploma in Computer Application, WCT Computer Education Training Centre,
Chennai, India, 2002.

SOFT SKILLS

- Computer Proficiency: MIS-HR, MS Office, MS Excel, MS power Point
- Backend support system
- HRMIS and Data Management System

ACHEIVEMENTS

- Received “BEST EMPLOYEE AWARD-2011” (SL LUMAX LTD)
- Successfully initiated and installed new payroll system “HRMS” (Human Resource Management System) Advanced level
- Proposed and installed a new “Biometric” system for contract labor’s

PERSONAL PROFILE

- Date of Birth : 09-May-1986
- Nationality : Indian
- Marital Status : Married
- Passport No : M7633387
- Visa Status : Resident