

ManikandanThiyagarajan

69/2 Nethaji Street Last, Madurai – 625011.

Contact No. 9952355356 | Email ID : maniponraj92@gmail.com

Sex - Male | Date of Birth - 09 March 1992 | Marital Status – Married | Passport No – V8403209

Languages - English, Tamil, Telugu.

CAREER HIGHLIGHTES

Seeking Middle Level Assignment in Human Resource management (HRM) With a Growth Oriented Organization.

PROFESSIONAL SYNOPSIS

A dynamic professional with 5+ years of experience in HRM broadly in Recruitment, Performance Appraisal, Compensation, Training and development, Policy Procedures, Employee engagement activates, General Administration and Personnel Management. Proficient in Planning, implementing abilities with demonstrated Success in Handling HR Related issues. Expertise in handling HR functions entailing Recruitment, Training, and Grievance Issues and managing Vendors.

EXPERIENCE

HR Executive & IT Executive - Nov 2018 – Till Date
Susee Cars and Trucks Pvt Ltd - (Authorized Dealer of Hyundai Cars) - Madurai – 625016.

- Handle End to End Recruitment process.
 - Responsible for Interview and screen candidates, negotiating compensation packages, if Selected Follow up till Joining.
 - Handle Joining formalities, Taking Induction program.
 - Maintain accurate and complete personnel records & Maintenance of employee's personal record.
 - Maintain Attendance & Leave register.
 - Preparing monthly Attendance & work out the same for salary process.
 - Maintaining Records for Inspector of Factories (**License Renewal, Annual & Half yearly returns, Form V, Form PQRS, Muster Roll, Pressure Vessel, etc.**)
 - PF & ESI record maintenance.
 - Filling & Submitting Provident Fund Settlement & Transfer Forms.
 - Employees' Health Insurance Follow-up for Every Month & Follow-up Employees' Claims and arranged Settlement.
 - Full and Final Settlement for Relieving Employee.
 - Maintaining Reports - (Pivot Report).
 - GDMS Hyundai Software.
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HR Executive – Nov 2017 – Nov 2018.

Jeevan Nissan AutoZone Pvt Ltd - (Authorized Dealer of Nissan Cars) - Madurai - 625706.

- Handle End to End Recruitment process.
- Joining formalities.
- Collecting New Joiners Certificates and Filling Candidates personal record.
- Preparing Monthly Salary Process.
- Preparing Monthly EPF & ESI Report filing in Portal.
- Inspectors of Factories Record Maintenance.
- Preparing Monthly Award to Sales & Service department and distributing.

Assistant HR – July 2016 – Nov 2017.

Anaamalais Toyota - (Authorized Dealer of Toyota Cars) - Madurai - 625706.

- Arranging Interview for Candidates.
- Handle Joining formalities, Taking Induction program.
- Collecting Joiners Certificates and Filling Candidates personal record.
- Filling every month Salary Slip and Distributed to all department.
- Inspectors of Factories Record Maintenance.
- Conducting cultural Programs and Events.

EDUCATION

MBA – (Gen. Specialization / Major in HR), Sourashtra College of Arts & Science, Madurai.

B.Com CS- Bachelor of Corporate Secretaryship, Sourashtra College of Arts & Science, Madurai.

COMPUTER PROFICIENCY

Microsoft Office



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