RAVICHANDIRAN KUMAR

Puducherry, India.

Mobile: 8667219260

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OBJECTIVE

Seeking a Human Resources Management with progressive experience managing employee benefits and compliance, employee hiring and on-boarding, training and development, performance management processes, license tracking and HR records.

PROFESSIONAL EXPERIENCE:

Keys Select Hotel – Katti ma by Lemon Tree hotels - Chennai	
Designation	Assistant HR Manager
Period	Apr 22 to Present
Reporting	Hotel Manager

Country Club Hospitality and Holidays – ECR Chennai	
Designation	Human Resource Executive
Period	Feb 18 to Jan 22
Reporting	Operations manager

TGI Hotels - ECR Chennai	
Designation	Human Resource Assistant
Period	Aug 16 to Feb 18
Reporting	Operations manager/ Corp HR

ROLES AND RESPONSIBILITIES:

Talent Acquisition:

• Responsible for complete Recruitment, Selection and On- Boarding Process of new employees.
• Sourcing of suitable candidates from campuses, job portals, walk-ins, job fairs, advertisements and consultants.
• Coordinating walk-in interviews & telephonic Interviews of applicants from across the country.
• Giving away of offers & freezing salaries/compensation for selected candidates.
• Managing & ensuring pre-employment medical checkup, background verification and complete documentation in personal associate file.

Recruitment & Selection: Conduct all aspects of recruiting for company including: manage job postings, interview candidates and extend employment offers to chosen candidates. Managed on boarding process for all salaried employee's background and reference checks, orientation and other preconditions of employment.

Administration: Administered payroll, company benefits packages, corporate events and teambuilding meetings and outings.

Developed budget recommendations for payroll related expenditures. Monitored the renewals of service level agreements/AMCs, Vendor agreements by due dates.

Taken care of reimbursement claims of personnel, viz proper checking of Travelling Convenience, telephone/mobile phone expenses bills etc, ensure control and timely payment of the same after approval of the capable authority.

Compliance: Ensure compliance with PF, ESI, State/local laws and regulations, develop and maintain records to conform to regulations and liaison with Govt .Authorities.

Employee Relations: Assist Managers regarding policy interpretation, solution recommendation and suggested course of action. Counsel advice and/or review disciplinary actions to ensure consistency.

Review and/or write formal disciplinary actions such as performance improvement plans. Conduct investigations on internal complaints.

Policies & Procedures : Establish and implement new and existing policies pertaining to company business**.** Ensured compliance of company directives, regulatory concerns and health and safety protocols.

- **Front Office Assistance** in **Hotel Atithi Pondicherry**- July 01 2014 to Nov 2015.
- Industrial Exposure Training in HR Department at Hotel Atithi Pondicherry. (3 Month)
- Industrial Exposure Training in F&B Service Department at Vivanta by Taj, Cochin(3 Month)

EDUCATIONAL DETAILS:

- **Master of Business Administration [2012-2014]- Hotel management & Tourism in Soorya Institute of Management studies, Pondicherry.**
- **Bachelor of Science [2009 – 2012] - Computer Science in Achariya arts and science college, Puducherry.**

CERTIFICATION COURSE :

- Completed in Tally ERP 9.0 and
- Completed in ASP.Net.
- Completed in Typewriting
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IT SKILLS: Fortune IDS Next | Cheerze | Java|MS Office

PERSONAL DETAILS

Date of birth	**:**	01 May 1992
Gender	**:**	Male
Father's Name	:	S. Kumar
Language Known	**:**	Tamil, English, Hindi(Understand), Malayalam(Understand)
Address	**:**	No 8, Srimath Guru Sidddhanandha Garden, Subash Nagar, Periyakalapet, Puducherry – 605014.

DECLARATION:

I hereby declare that the information given above is true to the best of my knowledge.

Place: Pondicherry **yours**

Date: **RAVICHANDIRAN. K**