



GOKUL MANOHARAN

Assistant Manager HR & Admin Operations

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📍 Al Qusais
Near Dafza Metro station, Dubai

✈ Visa Status : Visit Visa Valid Till 09/Dec/2021

🌐 www.linkedin.com/in/gokul-manoharan-9972b9173

Date of Birth : 06/11/1996
Gender : Male
Nationality : Indian
Marital Status : Single

Passport Details

Passport Number : T9916682
Date of Expiry : 06/11/2029
Place of Issue : Trivandrum

Language Know

- 🔗 English
- 🔗 Hindi
- 🔗 Malayalam
- 🔗 Tamil
- 🔗 Kannada

Skills

- 🔗 Public speaking
- 🔗 Leadership
- 🔗 Problem-solving
- 🔗 Training

Achievement

- 🔗 Completed job Oriented Course on Advance. Logistic Management with A Grade
- 🔗 Participated National Level Management Fest
- 🔗 Youth for Seva College Coordinator
- 🔗 Participated National Level Budget Scan
- 🔗 Anagnosis Seminar Conducted by Carmel Engineering College

Career Objective

To work in high-grown organization with a competitive and challenging environment that creates an ideal condition for delivering high quality services.

Work Experience

Feb 2020 to Aug 2021 ▶ Assistant Manager HR & Admin Operations

Muthoot Finance Corporate Office Bangalore

- * Joining Formalities: Induction, Orientation, Document Verification etc.
- * Training & Development: Training Need Identification, Preparing Training Schedule, Evaluation of Training.
- * Providing Induction Training for new joiners & conducting periodical training test and evaluating their performance.
- * HR Policies: In Coordination with Management to formulate & Implement HR Policies relating to Dress Code, Office Timings, Shift Timings, Do's & Don'ts in Office Premises,
- * Making Arrangements for ID Cards and official Mail ID for New Joiners.
- * Maintaining Employee details and updating the same as and when required with all required information.
- * Employee one year service confirmation generation and evaluating their performance based on the quarter basis and approving their one year service confirmation based on the reporting officers recommendations.
- * Quarterly evaluation of employees performance based on their performance score card (PSC) and initiating PIP (performance important plan) for poor performers.
- * Initiating the fast track promotion (FTP) for eligible candidates as per the company norms.
- * Generating the employee PSC temple on quarter basis and evaluating and consolidating the psc as per the format.
- * Employees attendance and leave management handling, Pay roll management, Document Control.

Sep 2019 to Nov 2019 ▶ HR Intern

Federal Mogul Goetze India Bangalore

- * On boarding formalities
- * Employees Id generation
- * Leave updating
- * Employee record Management
- * Training and development program coordination

Education

2017 to 2019 ▶ MBA ▶ SB College Of Management Studies (HR & Finance)

Bangalore University

2014 to 2017 ▶ BBA ▶ SAS SNDP Yogam College Konni (Management)

MG University

2012 to 2014 ▶ HSE ▶ Govt. Higher Secondary School Pathanamthitta

State Board

2011 to 2012 ▶ SSLC ▶ Marthoma Higher Secondary School Pathanamthitta

State Board

Projects

- ★ **A Study on Effectiveness of Training and Development Programs and Its Impact on Employees Performance in the Organization**
▶▶ As a part of MBA HR project successfully completed one month project at federal mogul goetze India Bangalore
- ★ **A Study On Account Receivable Management At 3i Infotech Limited Bangalore**
▶▶ Part of MBA Finance project successfully completed project at 3i infotech
- ★ **A Study On Effectiveness Of Motivation Of Employee At KiteX Garments Limited**
▶▶ As a part of BBA successfully completed project