



SATHISH K

HR & ADMIN MANAGER

Phone: 9500172054

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A Human Resources & Admin Manager with over 10+ years of progressive experience augmented by a strong background in Human Resources, Accounting and Business Administration. Experienced in Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning. Sound knowledge of Labour Relations, Occupational Health & Safety, Pay Equity and other related labour laws. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support. Creative and innovative thinker with effective human resources management and goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.

EXPERIENCE

VIVEK TRADERS LLP

January 2020 – Present

HR & ADMIN MANAGER

Process: Human Resource & Administration

GOEL STEEL COMPANY

January 2015 – January 2020

HR & ADMIN MANAGER

Process: HR & Administration(5 YEARS)

Function as a HR MANAGER, responsible for Payroll Administration, Benefits/Compensation, Training & Development, Recruitment/Selection and Employee Relations, reporting to the MANAGING DIRECTOR

- Manage and process Monthly payroll for 140 salaried employees
- Coach managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity
- Handle employee terminations, grievance, and other difficult situations in a sensitive, fair and respectful manner, working closely with legal council, supervisors and management
- Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the company
- Develop job profiles and source candidates from major job boards; select, interview and hire employees in collaboration with department managers
- Plan and develop on-the-job training programs for line employees and career development programs for managers with a focus on retaining existing talent and reducing employee turnover
- Taking care of PF & ESI calculations, challan generation & payments
- Professional Tax calculations, Labour welfare fund , calculations Taking care of License & its renewal
- Taking care of all the Induction & Exit formalities

ACCOMPLISHMENT

Established and maintained proper structures and processes to track time and attendance, vacations.
Implemented Payroll and HR policies resulting in annual cost savings

HEWLETT PACKARD

March 2013 – January 2015

Process Associate (Non voice)

Process : HR Back Operations – (1.6 year)

GOEL STEEL COMPANY

August 2010 – March 2013

STORES & LOGISTICS MANAGER

Process : Stores & logistics Manager – (2.8 years)

TECH MAHINDRA

April 2010 – August 2010

customer support executive

BUSINESS PROCESS OUTSOURCE

Process : voice (bpo)-5months

EDUCATION

TamilNadu University,

MASTER OF BUSINESS ADMINISTRATION (HRM)

PERSUING

Madras University, “Hindu college”-Pattabiram

BACHELOR OF INFORMATION SYSTEM

MANAGEMENT Completed in the year 2010 with an
aggregate of 67%

April 2007 – April 2010

MCN HIGHER SECONDARY SCHOOL, CHENNAI

+2

Completed in the year of 2007 with an aggregate of 62.7%

April 2005 – April 2007

GOVT HIGH SCHOOL

SSLC

Completed in the year of 2005 with an aggregate of 77.6%

April 2004 – April 2005

SKILLS

- ★★★★★ Customer Service
- ★★★★★ Microsoft Word
- ★★★★★ Analytical Thinking
- ★★★★☆ Adobe InDesign
- ★★★★★ Dedicated team player
- ★★★★★ Microsoft Office Suite
- ★★★★★ Time Management
- ★★★★★ Effective Team Leader
- ★★★★★ Good Communication
- ★★★★★ Highly Motivated
- ★★★★★ Ability to Learn Quickly
- ★★★★★ Collaboration & Teamwork
- ★★★★★ Highly organized and efficient
- ★★★★★ Management Skills
- ★★★★★ Good team player
- ★★★★★ Interpersonal Communication
- ★★★★★ Public Speaking
- ★★★★★ Management
- ★★★★★ Highly responsible and reliable
- ★★★★★ Detail Oriented
- ★★★★★ Interpersonal Communication Skills
- ★★★★★ Complex Problem Solving
- ★★★★★ Data Analysis
- ★★★★★ Microsoft Outlook
- ★★★★★ Creative Problem Solving
- ★★★★★ Initiative and Problem-solving Abilities
- ★★★★★ Critical Thinking
- ★★★★★ Hard Working
- ★★★★★ Self-motivation
- ★★★★★ Highly Organized
- ★★★★★ Attention to Detail
- ★★★★★ Active Listening
- ★★★★★ Good time management
- ★★★★★ Flexibility and Adaptability
- ★★★★★ Problem Solving
- ★★★★★ Interpersonal Skills
- ★★★★★ Leadership and Teamwork
- ★★★★★ Critical thinking and problem solving

★★★★★ Ability to Multitask
★★★★★ Fast Learner
★★★★★ Leadership Skills
★★★★★ Conflict Resolution
★★★★★ Creativity
★★★★★ Decision Making
★★★★★ Teamwork
★★★★★ Effective Time Management
★★★★★ Adaptability
★★★★★ Communication
★★★★★ Leadership
★★★★★ Computer Skills
★★★★★ Ability to Work Under Pressure
★★☆☆☆ Adobe Illustrator
★★☆☆☆ Adobe Photoshop
★★★★★ Microsoft Office Word
★★★★★ Microsoft PowerPoint
★★★★★ Microsoft Excel
★★★★★ Microsoft Office
★★★★★ Ability to Work in a Team
★★★★★ Communication Skills
★★★★★ Employee Relations

LANGUAGES

TAMIL (EXPERT), ENGLISH (EXPERT), TELUGU (CAN SPEAK), KANNADA (CAN SPEAK)

SOCIAL PROFILES

LINKEDIN

<https://www.linkedin.com/in/sathish-k-b3ab9b103/>

HOBBIES

SINGING, DANCING, PLAYING CRICKET

CERTIFICATIONS

DOA

June 2008 – September 2008

CSC COMPUTER EDUCATION

DIPLOMO IN OFFICE ADMINISTRATION

DIPLOMO IN GRAPHIC DESIGNING

2019

IMAGE- ANNANAGAR CHENNAI

ADOBE PHOTOSHOP

ADOBE ILLUSTRATOR

ADOBE INDESIGN

ADDITIONAL ACTIVITIES

- * I have conducted various fun activities part of Enrich as a Coordinator in Enrich.
- * Daily Reports such as Tracker etc.
- * Organizing Fun Activities.

TRAININGS

- * Communication Training.
- * Product and Software Training (Payroll).
- * Boot Camp Training For New Comers.
- * Conducting various Fun Activities Part of Enrich As a Co Ordinator In Enrich.
- * Organizing refreshment training for workers and Staffs (Payroll).

SKILLS

- * Good knowledge in Microsoft office.
- * Payroll Software – kalvick.
- * Completed Diploma In Office Administration(DOA).
- * ERP- Microsoft Dynamics (2009 & 2013).
- * Visual Basic programming.
- * Excel programming.

- * Interested in creating Reports, Documents & various presentation documents using (Power Point).
- * Experienced in handling various software's like TALLY, PHOTOSHOP, ERP, Eclipse, Watson, Dart, Illustrator, indesign.
- * Created many process simplification macros & I awarded twice by "HEWLETT PACKARD" company.

PERSONAL INFORMATION

Date of birth: 04/07/1988 CHENNAI
Father Name: G.Kumar
Nationality: INDIAN
Driving License: TN20Y20130000184

PERSONAL TRAITS

Being a judge of myself as a hardworking, ambitious and a capable team worker, I can contribute substantially to any venture or organization, I join.

I sathish.k hereby confirm that the information given above is to my best of my knowledge.

Place : Chennai.

Date :