



SUMMARY

Highly motivated and professional with dynamic career in HR operation & Administration and Secretarial ship over 14 years of experience providing high-level support to Management. Proficient in managing implementing policies, Cost saving and development of organization, Performance excellence, reversing distressed operation and communicating with internal and external departments/ Stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team. Proficiency in planning, operation management and maintenance of the company

EDUCATION

Bharathiyar University

Bachelor's Degree in Business Management

2007 – 2011

Master of Business Administration (MBA) – Human Resources

2015 – 2017 (Pursuing)

Certificate

Advanced HR Analytics

Strategic HR Leadership

TECHNICAL SKILLS

- HRMS / HRIS Tools (e.g., SAP, Oracle HR, Zoho People)
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Payroll Systems and Labor Law Compliance
- Performance Management Tools

CORE COMPETENCIES

- Strategic Human Resource Management
- Talent Acquisition & Retention
- HR Policy Development & Compliance
- Employee Relations & Conflict Resolution
- Performance Management Systems
- Leadership Development & Succession Planning
- Payroll, Compensation & Benefits
- Confidential Executive Support
- Organizational Change Management

PROFESSIONAL EXPERIENCE

Head – Human Resources

Responsibilities

- **Strategic HR Planning:** Develop and implement HR strategies aligned with objectives and business plan. Oversee all HR functions (talent acquisition, staffing, compensation, benefits, training, employee/ onboarding workflow, employee handbook, performance review process) as part of the leadership team
- **Talent Acquisition & Workforce Planning:** Forecast staffing needs (e.g. for new product lines or shifts) and lead recruiting of skilled employees. Ensure an efficient hiring pipeline for high-volume and technical roles.
- **Culture & Engagement:** Define and reinforce the startup's values and culture. Plan team-building activities, recognition programs and communication channels. In a startup, culture often is a key business asset, so HR actively shapes it (transparency, innovation, inclusivity).
- **Talent Acquisition:** Quickly hire for diverse roles (sales, support staffs, IT Professional etc.) as needed. Create employer brand for a small company. Leverage creative recruiting (networks, recruiting events) since budgets and brand are limited. "You're hiring a strategic partner who will help shape the company's future"
- **Performance Management:** Establish clear production-related performance standards (output rates, quality targets). Implement appraisal systems, feedback loops and incentive programs (e.g. bonuses for productivity or quality). Equip supervisors with tools (procedures, SOPs, training) to meet these benchmarks.
- **Employee Relations:** Act as liaison between leadership and employees. In a small/ Large team, grievances or conflicts are high-impact; as a HR mediate and resolve them promptly. Provide counseling on equity, compensation issues, and enforce any disciplinary policies
- **Training & Development:** In a flat startup, training is more on-the-job or peer-to-peer. Identify skills gaps and provide opportunities (workshops, online courses). Mentor managers on people skills. Foster continuous learning culture.
- **Compliance & Administration:** Ensure legal compliance even with limited resources – e.g. payroll processing, benefits (healthcare, PF, ESI), statutory labor requirements. Handle HR admin (payroll, visas, insurance, leave policies) or set them up with providers. Even small startups must follow labor laws and manage risk.
- **Workforce Planning & Strategy:** Work closely with founders/leadership on headcount planning for funding rounds or expansion. Ensure the org chart can scale: define job levels and career paths. Help translate business strategy (growth goals, product roadmaps) into a people strategy (when to hire which roles).
- **Organizational Development:** Design appropriate organizational structure to support management. Lead succession planning for critical roles . Drive change management when new technologies or processes are introduced.
- **HR Leadership & Counseling:** Advise executives on workforce strategy, culture, and policy. Provide guidance on complex people issues. Ensure HR team (recruiters, generalists) operates effectively. Maintain HR records and reporting accuracy.

Facilities Management

Time Management

- Develop & monitor and enforce employee expenses on time
- Responsible for investigating and resolving Employees office and admin related issues
- Stationery, vendor, Courier Movements, Travels Reimbursement as per the policy

Client assessment

- New vendor sourcing-Hotels, Event Managers, Travels, Food, Logistic & Maintenance
- Autonomous assistance of Total Administration functions in the company
- Bridge amongst external vendors as well as internal stakeholders

Data Management

- Develop and implement MIS policies to ensure data and security
- Collaborates with other departments with licenses, Internal Audit records Employee Services to direct Compliance issue.

Corporate Training

- Strong communication skills
- Training the new team, Maintain training procedure manuals, training content and guides, with the course materials
- Excellent mentoring, coaching and people management skills
- Proven ability to drive the New team and achieve their targets Work with managers to determine training needs
- Continuous follow up on their monthly achievements Taking Special session for the weak performers Ability to convey information concisely and accurately
- Learning Management System
- Flexibility and Creativity.
- Delivering high-value training to upscale exalting their satisfaction levels
- Fun based training and live example raining be provided to meet the satisfaction
- Preparing the own slide and content for the training
- Mentoring and facilitation type of training

Executive Secretary to CEO & MD's / Top Management

Administrative Support

- Manage and maintain the CEO's/MD's calendar, schedule appointments, meetings, and conferences.
- Organize travel arrangements, itineraries, and accommodation bookings for top management & MD's .
- Prepare and edit correspondence, communications, presentations, and other documents.
- Maintain proper documentation and filing systems (both digital and physical).

Meeting & Communication Coordination

- Coordinate internal and external meetings, prepare agendas, take minutes, and follow up on action items.
- Screen and manage incoming calls, emails, and communication requests.
- Draft, review, and manage official communications on behalf of the CEO's/MD's.

Confidentiality & Discretion

- Handle sensitive and confidential information with integrity and in a highly professional manner.
- Ensure a high level of discretion in managing internal matters, personnel issues, and strategic plans.

Executive Assistance

- Serve as the first point of contact between the CEO's/MD's and internal/external stakeholders.
- Anticipate needs and provide proactive support to help the CEO's/MD's operate efficiently.
- Assist in the preparation and collation of reports, presentations, and strategic briefs.

Project & Task Coordination

- Track and follow up on strategic projects and initiatives assigned by the CEO's/MD's.
- Work closely with various departments to ensure deadlines are met and goals are achieved.
- Prepare progress updates and performance dashboards as requested.

Companies Worked

○ MEVIVE INTERNATIONAL	-	HEAD HR& ADMIN (2024 - TILL DATE)
○ 5K CAR CARE	-	HEAD HR & ADMIN (2023 - 2024)
○ HELLA INDIA AUTOMOTIVE LTD	-	SECRETARY & HR PROJECT LEADER (2022 - 2023) CONTRACT
○ GEORGE AND COMPANY PVT LTD	-	DEPUTY HR MANAGER (2021-2022)
○ CALIBER HUMAN RESOURCE PVT LTD SBI CARDS	-	DEPUTY MANAGER&TRAINER (2020-2021) & (2017 - 2019)
○ KANNAPPAN IRON & STEELSPVT (KISCOL)	-	HR MANAGER(GROUP OF COMPANIES (2019 -2020)
○ CIEL GROUP - TKL KNITTING PVT LTD -2017)	-	SECRETARY FOR CEO & SR.OFFICER -HR &ADMIN (2014
○ INDUS TOWERS LIMITED	-	SR.EXECUTIVE ADMIN & HR, HR RECRUITER (2011 -2014)
○ KIRTILAL KALIDAS PVT LTD	-	CUSTOMER RELATION HR &ADMIN EXE (2008 -2011)
○ MUSCAT PHAMACY& STORES	-	FRONT OFFICE & ADMINISTRATION (2004 -2006)

Professional Achievements

- Successfully transitioned from administrative support to HR leadership within 5 years.
- Reduced employee attrition % through engagement and retention initiatives.
- Led the digital transformation of the HR department, increasing process efficiency.
- Key contributor to leadership team decisions impacting organizational strategy.