

T. Pozhilan

A Human Resource professional with over 10+ Years of Experience

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Profile Summary:

A Human Resource professional with over 10 years of progressive experience augmented by a strong post-secondary background in Human Resources, Accounting and Business Administration. Sound knowledge of Labour Relations, Occupational Health & Safety. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support corporate mandate. 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.

Core Competencies:

- Recruitment/Selection
- Training/Development
- Benefits/Compensation Administration
- Talent/Performance Management
- Payroll Administration
- Employee welfare
- MIS

Career Highlights:

- From Nov 2013 to Sep 2016 as Executive - Human Resources at Meenakshi Mission Hospital and Research Centre, Madurai.
- From Oct 2016 to Dec 2019 as Assistant Manager - Human Resources at Meenakshi Mission Hospital and Research Centre, Madurai.
- From Jan 2020 to till date as Deputy Manager - Human Resources at Meenakshi Mission Hospital and Research Centre, Madurai.

Key Responsibility Areas:

- Ensuring a flawless recruitment and selection process like job postings, identifying the right talent, interview, reference checks, preparing weekly status of recruitment & placement, etc.

- Salary negotiation with shortlisted candidates and making them aware of the compensation structure & increment policies.
- Leaving no stone unturned in ensuring smooth joining formalities, onboarding, induction, training and development, handling day to day employee issues.
- Liaisoning with the partnered bank for salary account opening and also, informing bank authorities about resigned & terminated employees.
- Coordinating with admin as well as IT to facilitate newbies.
- Managing the database for annual salary review and the yearly performance appraisal analysis.
- Attending to employee grievances and complaints concerning attendance, compensation and other issues.
- Conducting exit interviews, analyzing attrition data and partnering with senior management in order to curb attrition.
- Laying a great deal of emphasis on developing HR processes.
- Inculcating a culture of recognition by driving fair rewards and recognition programs.
- Composing the new appraisal forms by coordinating with the department heads.
- Drafting increment letters & preparing new salary structure by working closely with the accounts department & HOD.
- Acting as one point of contact for all administrative matters like time keeping and attendance, canteen management, maintenance, upkeep and repairs of company's assets.
- Managing monthly payroll statement preparation for employees of across all branches.
- Maintaining a flawless communication system with the employees, ensuring timely resolution of employee grievances and peaceful working environment at all levels.
- Recognizing trustworthy and cost effective vendors for various services as well as releasing purchase order and handling purchase of materials.
- Also taking care of employee relation like birthdays, Wedding Days for all the employees to uplift their overall job satisfaction.
- Handling Training and Development of all the staff in the Hospital for NABH & NABL.
- Ensure proper documentation and their compliance as per NABH & NABL.
- Formulation of all the Manuals & Policy of the Hospital as per standards

PROFESSIONAL EXPERIENCE:

Period	Role	Organization\Institute	Location	Role Description
Nov '13 to Sep'16	Executive - HR		Madurai	- Identifying training needs with consultation from concern HOD's. - Provided recruiting methodologies that resulted in better workforce. - Reviewed, evaluated, and interpreted regulatory guidance, policies, and procedures. - Conducted periodic briefings for staff and administrative personnel to promote - Monitored all Leave of Absences and ensured effective communication between employee and their department - Coordinated employee appreciation/holiday events - Handled employee terminations - final paycheck calculation and processing, along with exit interview - Implemented management and compliance training. - Developed Company Handbook and new employee orientation program.
Oct'16 to Dec'19	Assistant Manager - HR			
Jan 2020 to till date	Deputy Manager - HR			

ACADEMIC CREDENTIALS:

- MSW [HR]** from Madurai Institute of Social Sciences in **2013** with **7.7CGPA**
- B.Com** from Madurai Institute of Social Sciences in **2011** with **58%**

PERSONAL INFORMATION:

- Date of Birth : 16.08.1989
- Languages Known : Tamil, English
- Marital Status : Married

DECLARATION

I hereby declare that all the above details are true and correct to the best of my knowledge.

T.POZHILAN