

S.S.Vigneswaran

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Career Objective:

Seeking a challenging position in reputed organization where I can learn new skills, expand my knowledge, leverage my learning and experience.

Career Summary:

- A seasoned professional with 8year experience in Human resource.
- Expertise in areas of recruitment, manpower planning, Interviewing, staffing, Induction, continuous training and development, Grievance handling, salary negotiation, compensation and benefits, statutory compliance.

Organization Details:

- **Srinivasa specialty Hospitals** established in 6th Feb 2011 as a specialty hospital for Orthopaedic & Gynecology. It is located on Nagercoil toTirunelveli national highways at Therekalputhoo, near Nagercoil.
- **Gerdi Gutperle Agasthiyar Muni children and Maternity Hospitals** established in 2006 it is120bedded modern hospital equipped with all facility. It is a Children Specialty and Maternity Care Hospital with German collaboration, established to give quality medical care primarily to the children (up to the age of 18) of the southern districts of Tamil Nadu.
- **HolyCross Multispecialty Hospital** is a 150 bedded multispecialty hospital situated in the heart of Nagercoil city .It is established in 1959 for providing quality medical care, which is affordable & accessible to all sections of society, given with compassion & honesty.

Professional Skills:

- Communicating and implementing company polices.
- Continuously updating and documenting the company polices in real time.
- Ensure optimum service through effective communication of polices and procedure to all employees.
- Ensure human resource team plan, manage, coordinate and participate in personnel activities of all the departments in areas of attendance, recruitment, manpower planning, Interviewing, staffing, Induction, continuous training and development, Grievance handling, salary negotiation, compensation and benefits, statutory compliance, appraisal and HR initiatives.
- Assisting team in the areas of employment, salary and benefits administration, employee events or employee communications.

- Developing and maintaining effective relationships with all the departments.
- Responding to queries by resolving issues in a timely and efficient manner.
- Ensuring all personnel are kept well informed of departments objectives and policies
- Motivating and developing team by one on one communication to ensure smooth functioning of the department and promote teamwork.
- Proficient with Microsoft Office— Word,Excel,PowerPoint, Mail.
- Being able to adapt to the new work culture, the rhythm in which the team works, etc.
- Criticalthinkingandfollowingitupwithproblem-solvingabilityskill.
- Being confident helps professionals appear calm and create healthy work environments by appearing happier.

Managerial Skills:

- Ability to do and accept the role and responsibility of the organization.
- Ability to enhance organizational performance.
- Ability to clearly delegate tasks and responsibilities.
- Ensuring compliance of employees with established procedures and practices.
- Resolve employee's issues and inquires.
- Provide a positive work environment by consistently facilitating proper communication and resolving all issues in a timely manner.
- Monitor work turnover and react appropriately to improve the retention.

Professional Experiences:

Holy cross Multispecialty Hospital:

Designation: HR Manager (From 26th February 2025 to Till Now)

Roles and Responsibilities:

- Recruitment for all level of staff.
- Credentialing and privileging for all level staff.
- Induction and continuous education training as per HR year planner.
- Attendance Tracking–Attendance regularization, leave management and absenteeism.
- Personnel record maintenance of all staff.
- Department wise meeting coordination, with all level of employees.
- Grievance analysis and management.
- Conducting exit interview and counseling.
- HR rounds in all over hospital.
- Meeting with management on policy revision &development.
- Payroll management.
- Annual performance evaluation.
- Annual employee health check-up.
- Organization cultural event coordination.

Gerdi Gutperle Agasthiyar Muni children and Maternity Hospitals:

Designation: HR Manager (From 2021 to 2024)

Roles and Responsibilities:

- Recruitment for all level of staff.
- Credentialing and privileging for all level staff.
- Induction and continuous education training as per HR year planner.
- Attendance Tracking–Attendance regularization, leave management and absenteeism.
- Personnel record maintenance of all staff.
- Department wise meeting coordination, with all level of employees.
- Grievance analysis and management.
- Conducting exit interview and counseling.
- HR rounds in all over hospital.
- Meeting with management on policy revision & development.
- Payroll management.
- Annual performance evaluation.
- Annual employee health check-up.
- Organization cultural event coordination.

Srinivasa specialty Hospitals:

Designation: HR Manager Cum Admin (From 2016 to 2021)

Roles and Responsibilities:

- Hiring employees for all the levels.
- Managing employee attendance, payroll and leave management.
- Coordinating with finance department in payroll management.
- Staff record maintenance.
- Induction training for all level staff.
- Grievance analysis and management.
- Organization cultural event coordination.
- Staff medical insurance handling and management.

Academics:

- **MBA(Human Resources and Marketing)** University-Anna University, SUN College of Engineering, Nagercoil, Kanyakumari.
- **B.Sc ELECTRONICS**, S.T. Hindu College, Nagercoil, Manonmaniam Sundaranar University.

Achievements:

- Accompanying with quality department in NABH(National Accreditation board for Hospitals) Standards implementation and accreditation in year 2023.
- Introduced and developed Human resource department in Gerdi Gutperle Agasthiyar muni hospital in year 2021.
- Employees of the year in Srinivasahospital in year 2018.
- National level conference organization and coordinated in absence of senior managers in year 2017.

Personal Details:

- Date of Birth: 31.07.1992
- Language Known: English, Tamil, Malayalam.
- Permanent Address: 486, Yadhavar Street, Parvathipuram, Kanyakumari District, Tamilnadu, 629003.

Date:**Location:** Nagercoil**S.S.Vigneswaran**