

**LATHA KANNAN,**

No: 302, Al Habtoor Building,  
Al Nahda 1,  
Dubai

**Mobile:** 052-740-0306

**E-Mail:** latha\_kan1910@yahoo.co.in

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**OBJECTIVE:**

To restart my passionate career as HR professional of a reputed organization, that can offer me an opportunity to showcase my talent and a challenging platform to apply my knowledge and values.

**PROFESSIONAL EXPERIENCE:****CSS CORP PVT LTD**

**Designation:** Senior Executive –Business Partner HR

**Key Skills:** Employee Relations, Induction, Exit Analysis, Query handling, Grievance Handling,  
Headcount Management, Disciplinary Action, Policy Implementation, CSR Initiatives

**Duration:** July 2011 to January 2015

**Job Specifications:**

- Conducting Induction for the new joiners
- Conducting interviews
- Conducting sessions on Policy updation and implementation
- Timely facilitation of Appraisal
- Conducting Skip level Meet across different levels
- Conducting Employee Surveys on need basis
- Retention management
- Conducting events like Annual Cultural Event, Performer's League, Town Hall
- Responsible for Employee Engagement
- Preparing RCA data for attrited employees
- Driving Performance Appraisal
- Handling HR queries and concerns
- Responsible for handling major issues which involves legal implications
- Conselling employees and managers on performance issues, Disciplinary issues and Corrective action

**DR.LANKESH EYE HOSPITAL PVT LTD**

**Designation:** HR and Admin Executive

**Key Skills:** Payroll, Recruitment, Induction, Administration, Policy framing, Performance Appraisal,  
Database Management, Grievance Handling

**Duration:** May 2010 to June 2011

**Job Specifications:**

- Managing the entire payroll and statutory activity
- Maintaining the Attendance, Leave and employee files of the company.
- Framing organizational policies and updation of policies
- Evaluating the overall performance of the Company
- MIS
- Handling grievances and problem solving.
- Administrating the Welfare activities of the organization
- Handling Recruitment, Induction and Performance Appraisal of the company
- Conducting exit interviews.

## SENLOGIC AUTOMATION PVT LTD, CHENNAI

**Designation:** HR Coordinator and Admin Executive

**Key Skills:** Co-ordination, Performance Appraisal, MIS handling, Database Management.

**Duration:** From August 2009 to January 2010.

### **Job Specifications:**

- Managing the human resources of the company as a benefits coordinator.
- Managing the external relationships of the company.
- Active involvement in the organization's policy making and providing proper benefits to the employees.
- Generating monthly reports and charts to analyze the performance of the various departments for the benefits of the employees.
- MIS and Database management.
- Coordinating with other departments for efficient productivity for reducing the stress levels of employees.
- Administrating the welfare activities of the organization.
- Effective participation in the process of performance management and organization Structure building.

### **ACADEMIC PROFILE:**

- MBA (HR & Marketing) in Panimalar Institute of Management Studies and Computer Science affiliated to Madras University, Chennai with 76.9% in 2009.
- B.Sc., in Alagappa Government Arts College affiliated to Alagappa University, Karaikudi with 83.5% in 2007.
- HSC in Sri Meenakshi Girls Higher Secondary School, Karaikudi with 88.6% in 2004.
- SSLC in Sri Meenakshi Girls Higher Secondary School, Karaikudi with 92% in 2002.

### **PROJECTS DONE:**

**TITLE 1:** A Study of Employee Satisfaction in Mecho Light Components (Chengai) Private Limited, Chennai.

**ORGANIZATION:** Mecho Light Components (Chengai) Private Limited, Chennai.

**DESCRIPTION:** The findings of the project are the employees are more satisfied regarding employee-management relationship and less satisfied with their salary levels.

**TITLE 2:** A Study on the Effectiveness of the Training Programme among the Employees of Maruti Service Masters, Chennai.

**ORGANISATION:** Maruti Service Masters, Chennai.

**DESCRIPTION:** The findings of the project are majority of the employees are satisfied with the effectiveness of the training Programme based on frequency of training, duration of the training and human relations, etc.

**ACHIEVEMENTS:**

- Got awards for being the top performer and subject matter expert of the team.
- Got Scholarship of Foundation for Academic Excellence and Access, New Delhi.
- Attended National workshop on “Understanding Inclusivity and Enhancing Employability” in St. Anthony’s College, Shillong, Meghalaya.
- Attended State level workshop on “Self Discovery and Self Enhancement” in Loyola College, Chennai.
- Attended State level workshop on “Leadership Qualities” organized by Lady Doak College in Kodaikanal.

**PERSONAL DETAILS:**

Name	:	<b>LATHA KANNAN</b>
Spouse’s Name	:	Kannan P
Gender	:	Female
Date of birth	:	19/10/1986
Address for communication	:	No: 302, Al Habtoor building, Al Nahda 1, Dubai
Marital status	:	Married
Nationality	:	Indian
Religion	:	Hindu
Languages known	:	Tamil, Hindi, English
Visa status	:	Resident Visa
Medical Insurance	:	Covered under Husband’s insurance

**PLACE:** Dubai**DATE:****LATHA KANNAN**