**Samuel** **Jayaraj**

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**PROFESSIONAL SUMMARY**

Dedicated Human Resources professional bringing 5 years of expertise in benefits administration, recruitment, and staff development. Talented in bridging gaps between labor forces and management to achieve objectives. Driven and decisive with a passion for building and retaining highly effective teams.

**EXPERIENCE**

**Human Resources Manager** Mar 2021 - Present

*Spiegel Technologies, Madurai, IN*

Madurai, IN

* Assisting to CEO and MD.
* Monitoring Company Business and Management.
* Monitoring HR auditing, HR database, and HR policies.
* Manage the full recruiting life cycle process which includes creating job
* Specifications, interviewing, extending and negotiating offers, and on boarding.
* Administer, support, lead and facilitate facility functions including training,

Projects, meetings, and events.

* Manage all day-to-day HR responsibilities, including salary/bonus planning,
* Staffing, off-boarding, performance management, reporting/analytics.
* Coordination of time and attendance system/labor reporting. May approve time and attendance punches, including pay codes.
* Work closely with Team Manager to ensure data integrity and accurate reporting.
* Perform difficult staffing duties, including dealing with understaffing, refereeing
* disputes, firing employees, and administering disciplinary procedures
* Working with the Finance team to plan on people cost and budget.
* Coordinating labor & management meetings and follow-up inquiries from the

Meetings.

* Reducing the cost of Recruitment using free services.

**HR Executive** Sep 2020 - May 2021

*NGO, Chennai, IN*

* Handled Full recruitment end-to-end process.
* Providing clerical and administrative support to Management.
* Helped management to get good clients to support NGOs.
* Compile and update employee records (hard and soft copies).
* Recruited candidates by using databases, job portals, social media, etc.
* Screening candidates resumes and job applications
* Recruited IT and Non-IT candidates based on company requirements.

**HR Recruiter** Sep 2019 - Sep 2020

*Free Lancer, Chennai*

* Started my own Business during COVID-19.
* Filled the vacancies in malls, Small shops, Schools, Training centres.

Super markets and Zomato.

* Gave training to college students about Job sites and Job Posting.
* Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.
* Used Boolean searches to develop applicant portfolios for expected openings.

**Scheduling Analyst** Jun 2017 - Aug 2019

*Spi Global, Chennai*

* Email Management, Client Management.
* Ensure schedules are 100% accurate and with no missing content before sending to transmission.
* Execute instructions from Media Planning, placing short-form content accurately on the schedule to achieve rating targets.
* Scheduling of cross-promotions and their placements within the schedules
* Keeping up to date with any changes in digital media consumption and creating ideas for exploiting them to the benefit of the channel.
* Extract, analyse, and apply media research to provide audience focus to the whole scheduling process.
* To provide research data and analysis to support Media Planning to predict future audience levels, enabling optimal use of promotional airtime.
* Creating daily presentation schedules with a full inventory of advertising & channel branding for TiVo Channels.
* Content writing for TV programs.
* Team Size: 25

**Accountant**  Jun 2016 - Dec 2016

*Berachch groups, Chennai*

* Gathered financial information, prepared documents, and closed books.
* Identified and investigated variances to financial plans and forecasts.
* Gathered data on taxable income, deductibles and allowances for tax preparation.
* Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
* Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger
* Team Size : 25

**EDUCATION**

* **M.DIV** Jun 2013 - Jun 2016

*Hindustan Bible College, Chennai*

* **MBA** Jun 2011 - Jun 2013

*Sacred Heart College, Vellore*

* **B.Com** May 2009 - Apr 2011

*St.Joseph's, Trichy*

**SKILLS**

* Statutory Compliance
* Exit Formalities
* Bulk Hiring
* Employee Engagement
* Sourcing
* Leave Management
* Recruitment
* HR Generalities Activities
* Administration
* Payroll
* Management
* PF

**CERTIFICATES**

* SAP Fico
* Financial Adviser in
* New India Insurance
* HR Recruitment

& Training

* Training & Development

**PERSONAL**

* Married
* Immediate Joiner

**SOCIAL MEDIA**

* [linkedin.com/in/samuel-jayaraj-6731834a](https://www.linkedin.com/in/samuel-jayaraj-6731834a)Lea
* <https://www.facebook.com/paul.sam.716/ve>
* Work India
* Telegram
* FB
* Instagram
* Country Job Sides
* Career Page
* Word Of Mouth
* Referral

**RECRUITMENTS VIA**

* Indeed
* Nakuri
* Shine
* Dice
* Nithra Jobs
* LinkedIn