

# Prabhu Rajasekaran

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## Skills

- Strategic Planning
- Recruitment & Talent Acquisition
- Employee Relations & Engagement
- Performance Management & Appraisal
- Training and Development
- Compensation & Benefits
- Compliance & Legal Regulations
- Conflict Resolution & Mediation
- Change Management
- Team Handling & Database Management
- Budgeting & Cost Control
- HR Business Partnering (HRBP)

## Tools

- HRIS Management (Workday)
- Beehive and Empluse HRMS & ERP (Spider)
- Google Suite & Microsoft 365

## NOTABLE ACHIEVEMENTS

- Recognized by management, clients, and employees for exceptional communication and coordination skills. Utilized feedback to improve processes and maintained records of accolades.
- Successfully completed Shop and Establishment for GRK Groups & Estates Pvt Ltd.
- Promoted as Team Leader – Talent Acquisition in a short span, within 15 months and handled 12 members of the team in Florida Software Solution Pvt Ltd
- Won 1st prize for academic performer in Florida Software Solution Pvt Ltd.
- Won the Monthly Best Performer Award 4 more times for Plan ManHR Pvt Ltd.
- Recognized for time-efficient, cost-effective, and efficient work practices. Committed to optimizing work processes, reducing costs, and improving productivity.

## Languages Know

- **English:** Proficient
- **Tamil:** Proficient
- **Hindi:** Understand & Communicate
- **Urdu:** Understand & Communicate

## Summary

As a seasoned HR professional with over 10+ years of experience, I have a proven track record of delivering impactful HR strategies and programs that drive organizational growth and employee satisfaction. My expertise in HRBP, recruitment, employee relations, training and development, compensation & benefits, administration, and compliance, combined with my ability to lead cross-functional teams and manage multiple projects, has resulted in successful outcomes in diverse industries. Proficient in Workday, ATS, KPI, team handling, budgeting, and cost control, I am committed to driving excellence in HR operations and advancing the strategic goals of the organization.

## Employment History

**HR Manager - SVG Food Product Pvt Ltd, (Retail Industry) Pondicherry.**  
**Dec 2021 to still now**

- Aligned HR policies, programs, and practices with organizational goals to support business success.
- Streamlined recruitment and selection processes with ATS and KPIs to enhance recruitment performance.
- Facilitated new employee orientations, ensuring compliance with HR policies and procedures.
- Led performance management and appraisal systems to foster employee growth and development.
- Developed competitive compensation and benefits programs, balancing budgetary control with talent attraction and retention.
- Maintained compliance with labor laws and regulations, accurately documenting personnel transactions.
- Conducted employee training and development programs, upskilling teams to improve overall performance, while also working on Learning & Development processes to support employee development and driving employee engagement initiatives within the business units
- Oversaw employee relations and conflict resolution, providing effective coaching and counselling to employees and managers.
- Represented HR during audits related to management, quality, environment, health and safety, and implemented corrective actions to ensure compliance.

**HR Manager - Thomas Group of Education Intuitions & Recruitment Firm, Cuddalore. Oct 2019 to Nov 21**

- Ensured cost-effective operations, driving optimal results for the business.
- Enhanced operational management systems and processes, optimizing SOPs for improved efficiency.
- Utilized data-driven insights to improve profitability and guide effective decision-making.
- Evaluated business processes, identifying areas for improvement and implementing solutions.
- Proficient in retrieving and managing data using data management systems.
- Possessed strong knowledge of organizational effectiveness and operations management principles.
- Developed and monitored metrics, partnering with internal teams to identify opportunities for process and system improvement.
- Supported Director of Operations in driving critical initiatives at a central level.

**Assistant HR Manager - GRK Group of Companies, Cuddalore.**  
**Nov 2016 to Sep 2019**

### Recruitment and Staffing

Coordinated with department heads to identify staffing needs and posted job openings. Partnered with Manager for final selection decisions and optimized recruitment processes for improved candidate quality and experience.

### Employee Onboarding and Orientation

Coordinating the on-boarding process for new hires, including preparing offer letters, conducting background checks, and ensuring all necessary paperwork is completed. Conducting orientation sessions for new employees to introduce them to the company culture, policies and procedures.

### Employee Relations

Assisting in the resolution of employee grievances and conflicts. Conducting exit interviews and analyzing data to identify trends and opportunities for improvement.

## **PROFESSIONAL CERTIFICATIONS**

- Six Sigma Yellow Belt Certification in Sparen & Gewinn Consulting.
- Pursuing CAPM certification to advance project management skills and knowledge.
- Completed Google Career Certificate in Google Analytics, demonstrating a commitment to professional development and data-driven decision making.
- Proficient with (workday) HCM.
- PHR (Professional Human Resource).

## **EDUCATION QUALIFICATIONS**

- Bachelor degree in Computer Application (B.C.A) in Annamalai University.
- PG Diploma in Human Resource Management.



## **Worked Industry's & Clients:**

1. IT
2. NON-IT
3. ITES
4. BPO & HEALTH CARE
5. MANUFACTURING
6. NBFC
7. EDUCATION START-UP
8. RETAIL INDUSTRY
9. AUTOMOBILE
10. FMCG

- (A) IGATE  
(B) POLARIS  
(C) FLORIDA SOFTWARE  
(D) 3I INFO TECH  
(E) ZYLOG  
(F) UNIVERSAL MOBILES  
(G) IDEA, AIRTEL  
(H) MAX LIFE INSURANCE  
(I) STAR HEALTH INSURANCE  
(J) SBI INSURANCE  
(K) RAYMOND  
(L) SITEL  
(M) AIRTEL, VODAFONE  
(N) INDIA HEALTHCARE SOLUTIONS  
(O) CAMS, ACCENTURE, FIRST SOURCE  
(P) HIL  
(Q) GODREJ  
(R) FARM INDIA  
(S) HYUANDI AES PVT LTD  
(T) JANA SMALL FINANCE BANK  
(U) EQUITAS SMALL FINANCE BANK  
(V) CCFID  
(W) ST THOMAS  
(X) SVGS  
(Y) TATA, MAHINDRA  
(Z) PEPSI, COKE.



- Performance Management  
Assisting in the development and implementation of performance management processes, including setting goals, conducting performance evaluations, and providing feedback to employees.  
Coordinating with department heads to ensure that performance evaluations are completed on time and accurately.
- Training & Development  
Coordinating and conducting training sessions for employees on various topics, including company policies, safety procedures, and soft skills.  
Assisting in the development of training materials and programs.
- Compensation & Benefits  
Assisting in the administration of compensation and benefits programs, including processing payroll, maintaining employee records, and responding to employee inquiries. Managed company-wide compensation program.  
Work with benefit carriers to negotiate new benefits and plan structures. Create descriptions for new positions and develop compensation structure. Administer benefits, compensation and insurance plans for over 1000 employees.  
Maintaining Manpower database and MIS reports to analyze the employees.
- Compliance  
Ensuring compliance with federal and state labor laws and regulations. Keeping up-to-date with changes in labor laws and regulations and communicating changes to the HR Manager and department heads.

Handled 5 different Companies, 5 Hr & 14 Admins In charges by taking additional responsibilities with adequate leadership teams.

1. Tata Motors (Automobile)
2. Castrol Oil
3. GRK Ginger Lemon (Soft Drink Manufacturing).
4. Mahindra & Mahindra (Automobile)
5. GRK DIVE (Mineral Water Plant)

## **Talent Acquisition Specialist - Florida Software Solutions Pvt.Ltd. Chennai. Apr 2013 to Oct 2016**

- Sourcing and Attracting Top Talent
- Screening and Interviewing Candidates
- Collaborating with Hiring Managers
- Employer Branding
- Data Analysis and Reporting

As a Talent Acquisition Specialist, I am highly experienced in sourcing, screening, and attracting top talent for my organization. My collaboration with hiring managers ensures that we make the right hiring decisions, while my skills in employer branding promote our organization's values and culture. My expertise in data analysis and reporting allows me to optimize our recruitment processes and ensure that we are hiring efficiently. Overall, I possess a range of abilities that make me a skilled.

## **HR Executive - Planman HR Pvt Ltd, Chennai. Mar 2012 to Apr 2013**

- Developed and executed recruitment strategies to attract top talent, utilizing various sourcing channels.
- Conducted thorough screening and interviewing of candidates to assess qualifications, experience, and cultural fit.
- Collaborated with hiring managers to recommend the best candidate for the position and manage the interview process.
- Maintained a pipeline of qualified candidates for future openings and ensured compliance with legal and regulatory requirements.
- Provided guidance and support to hiring managers on recruitment best practices and procedures.

To sourcing and hiring top talent, I also play a key role in managing relationships with clients. Client handling involves building and maintaining relationships with managers and other stakeholders to understand their needs and provide a high level of customer service. I will be communicating with clients, providing regular updates on the recruitment process, and ensuring that they are satisfied with the quality of candidates being presented.

I hereby declare that the above - mentioned information is correct upto my knowledge and I bear the responsibility for the correctness of the above mentioned.

**Regards**

**Prabhu R**