Kanmani P

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**PROFESSIONAL SUMMARY**

*With an experience of nearly* ***6.9 years*** *in H R Recruitment & operations. Seeking for a challenging career in an environment that provides opportunities for continuous learning and development. I intend to strive towards excellence in the field by working in an experience education, Skills and creativity at its possible way.*

**CORE COMPETENCIES**

**ᴥGeneral HR Administration ᴥRecruitment & Selection ᴥHRMS**

**ᴥManpower Planning ᴥPersonnel management ᴥEmployee Engagement**

**EDUCATION & PROFESSIONAL SNAPSHOT**

* **MBA (HR) - KSOU University, (Karnataka) - 2013 - 2015**
* **B.Com - SJRCW , Bangalore University - 2004 - 2007**
* Exposure in managing the complete gamut of tasks involved in recruitment including **H.R Operations, Recruitment process, coordinating, handling clients & conducting interviews in PAN India. Experience in recruiting for Non-IT & IT, ITES, BFSI, Telecom, Hospitality and Medical.**

**CAREER SCAN**

* **Presently worked with Hitachi MRS1 Project Office – HR Cum Admin Executive from March 19, 2020 till 27th Sep 2024 in Bangalore:**

 **Key Deliverables:**-

* Handling HR activities such as Induction for New Joiner, Joining & Exit Formalities.
* Attendance Management & leave Management Operations.
* Updating and maintaining documents of new and old employees ( Bangalore & Mumbai)
* Preparation full & final settlement for payment.
* Co-ordinating with new bank account of the employee for new joiners.

Office maintenance & documentation.

* Track stocks of office supplies and place order as when necessary.
* Educate the new employee about company policy and code of conduct.
* Organizing the new employee with necessary required I card, Business & Data cards. Bank Account Openings for Salary purpose.
* Handling employee engagement program.
* Handling Employee travel Claims like Domestic & international Business trip.
* Vendor management Payment co-ordination.
* Exist Interview and formalities, along with full and final settlement of the employee resigned from the duties.
* Involved in doing travel arrangement for Japanese Visitor to India & with BEML client in terms of their visiting like hotel booking, cab arrangement.
* Arranging Foreigner gate pass to BEML client
* Involved in preparing Purchase Requisition for Indirect Material until the completion of PO released to Vendor.

* **Panasonic Life Solutions India Pvt Ltd (Anchor Electricals Pvt Ltd) HR & Admin Executive**

**Aug/2018 – March 2020 (Team lease Payroll)**

**Key Deliverables:**-

* Handling HR activities such as completion of joining and exit formalities.
* Handling expense management of the employees.
* Interviewing, Short listing the candidates and full fill the vacancies.
* Attendance management & leave management operations.
* Man power management
* Track stocks of office supplies and place order as when necessary.
* Educate the new employee about company policy and code of conduct.
* Organizing the new employee with necessary required I card, Business & Data cards. Bank Account Openings for Salary purpose.
* Updating upper management with MIS
* Employee background verification
* Handling employee engagement program.
* Vendor management
* Exist Interview and formalities, along with full and final settlement of the employee resigned from the duties.
* Involved in doing travel arrangement for Senior Manager , Hotel Booking, Meeting arrangements.
* **Relon Limited, Bangalore - Senior HR Executive – (Dec/2014 - Jan/2018)**
* **Prime Focus Technologies Pvt. Ltd - ( Jan/14 - Jun/14) on contract basis for a period of 6months**
* **Baby Oye Com -(Oct/12 - Apr/13) on contract basis of Kouchan Knowledge service for a period of 6months**
* **Ken Group of Companies(KEN Consulting) -HR Associate - (Nov/2009 - Mar/2011)**

**Hands on Technology**

 **IT Requirements:**

* **Technology:-**Java Across the Level, .Net Tech Lead & SSE(.Net), Business Analyst, C++ Tech Lead, Java Tech Lead, Technical Lead, Testing Engineer.
* **Non-IT Requirements:**Media Hiring: Hiring for Quality Analyst, Content Writers.

**SOFTWARE SKILLS**

* Work Experience in **MIS**- Basic Excel
* Well Versed with Windows platforms and **MS office Suites** (MS Excel, MS Word and MS Access,MS Outlook)

**PERSONAL DETAILS**

* Father’s Name : Late Pachayappan A
* Gender : Female
* Nationality : Indian
* Marital Status : married
* Blood Group : O+ve
* Linguistic Proficiency : English, Kannada, Tamil and Hindi

**DECLARATION**

 I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

**Place: Bangalore**

**Date: KANMANI P**