

# Samuel Jayaraj

Madurai, TN, 625018 / 07339626133

dsamueljayaraj@gmail.com

## 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**  
*Free Lancer, Chennai*

Sep 2019 - Sep 2020

- ❖ 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**  
*Spi Global, Chennai*

Jun 2017 - Aug 2019

- ❖ 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**  
*Berachch groups, Chennai*

Jun 2016 - Dec 2016

- ❖ 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**

- ❖ HR Generalities Activities
- ❖ Administration
- ❖ Payroll
- ❖ Management
- ❖ PF
- ❖ Training & Development
- ❖ Human Resource Management
- ❖ Statutory Compliance
- ❖ Exit Formalities
- ❖ Bulk Hiring
- ❖ Employee Engagement
- ❖ Sourcing

## **CERTIFICATES**

- ❖ SAP Fico
- ❖ Financial Adviser in
- ❖ New India Insurance

## **RECRUITMENTS VIA**

- ❖ Indeed
- ❖ Nakuri
- ❖ Shine
- ❖ Dice
- ❖ Nithra Jobs
- ❖ LinkedIn
- ❖ Work India
- ❖ Telegram
- ❖ FB
- ❖ Instagram
- ❖ Country Job Sides
- ❖ Career Page
- ❖ Word Of Mouth
- ❖ Referral

## **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>