

# RAMANUJAN KARTHA

Looking Suitable Post in HR/ADMIN/Operations

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## SUMMARY

Eleven years successful experience in HR & ADMIN with excellent Man Management Abilities and very Effective in Organizational Skills. Also efficiently executing HR Policy and Procedure without any discriminations...

### Signature HR Qualifications

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**HR Best Practices**  
**Employee Relations & Diversity**  
**Talent Acquisition**

**Organizational Development**  
**Employee Performance Improvement**  
**Leadership Development**

**Change Management**  
**Workforce Planning & Development**  
**HR Policy, Process & Systems Design**

**Disciplined and flexible problem-solving approach that balances business goals with employee needs.**

## PROFESSIONAL EXPERIENCE

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- Worked **with M/s International Poly Industries Co.LLC.** in Rusayl in-Muscat as **Senior Executive in HR & ADMIN** Department from 02/02/2013 to 14/02/2019 (Including all Camp Management)
- From Junen-2009 to Junen-2012 worked as **an Admin In Charge** in same Company (Including all Camp Management)
- From May 2007 to Mayn-2008 worked as **a Factory Administrator** in same Company (Including all Camp Management)

Note: In between the service of period, there was a break of 7 months and the experience certificate is available only from 02/02/2013.

## Roles & Responsibilities Handled

### HR Operations

- Ensure timely reporting of newly appointed personnel
- Complete documentation while joining
- Issue ID cards, visiting cards name boards, Sim Cards to new recruits
- Conduct induction Program for New Entrants
- Ensure timely confirmation and extension of probation
- Process resignations and Conduct Exit interviews
- Monthly completion of HR reports
- Maintain personal files of employees
- Ensure high standards of discipline amongst employees
- Resolve employee grievances
- Coordinate Annual Leave for employees
- Visa issuance for new employees and labor card.

**Compensation Management**

- Ensure timely processing of payroll
- Ensure recovery of all Advances and Company dues from salary
- Arrange Final Settlement for Employees on Resignation and those who proceed on Annual Vacation

**Performance Management and Training**

- Monitor implementation of Performance Management System
- Prepare training budget
- Develop annual training calendar
- Nominate employees for external training
- Organize in house training Programs
- Obtain training effectiveness feedback
- Analyze training effectiveness

**Accounts**

- Verify Monthly Salary and Attendance
- Pay Roll Process
- Verify logbooks, all Utility Bills and furnish monthly reports

**Attendance Management**

- Maintain attendance details of employees
- Maintain leave records of employees
- Monitor absenteeism
- Monitor late arrival and early exist
- Verification and recommendation of monthly attendance for pay roll processing.
- Coordinate annual leave entitlement.
- Leave application recommendation-Monitoring the eligible leaves and controlling leaves beyond eligibility

**Office Administration**

- Responsible for the complete office administration
- Monitor Incoming and Outgoing Courier
- Ensure Timely payment of Utility Bills
- Ensure provision of Office Stationery
- AMC, Budget control- telephone, fax, ADSL, Xerox, Laptops, PCs, Photocopier
- Ensure provision of Phone / Mail Connectivity

**Administration Operations**

- Arrange Employment Visa in consultation with PRO
- Arrange Labor Cards for Ne: Entrants
- Arrange Bank Account Opening for New Entrants
- Arrange cancellation of Labor Card in Resignation Cases.
- Provide adequate First Aid and Medical Facilities to Employees
- Initiate claims for Insurance settlements
- Coordinating all company functions such as Diwali,Iftar & National Day and other functions..

- Company Charity Coordination

### **Travel Management**

- Create travel itinerary and schedules for Official Visits
- Book tickets for officials on tour and interviews
- Book hotel /guest house accommodation on Official Visits
- Book Air Tickets for all company employees..

### **Insurance**

- Finalization of various Insurance policies of all Vehicles, Workers, Staffs & their families based on their eligibility
- Coordination of all Insurance Policies
- Informing accident cases to Insurance companies time to time and their follow up
- Claim Settlements
- Keep a track of all policies

### **Transport Facilitation**

- Administration of Staff Transportation.
- 24 hours Vehicle management
- Airport Pick Up & Local Transfer arrangement
- Arranging accommodation for Expatriates
- Providing End to end 24hours Staff Canteen Services
- Monitor Company Vehicles and Trip Movement.

### **Work Station & Furniture's**

- Providing furnished work stations for Employees
- Maintenance of Work stations and furniture
- Special vehicle arrangements for staff and executives

### **Safety and Housekeeping**

- Instrumental in implementing and monitoring of procedures and various measures in the shop floor with regards to safety, discipline and housekeeping.
- Use of PPE by workers and staff as per the statutory requirement.

### **Fleet Management**

- Company drivers Vehicle fleet-admin-monitor, complete control.
- Vehicle mileage:- Checking fuel bills, monthly vehicle fuel report & verification.
- Truck repair, maintenance, Mulkiya & Insurance renewal.
- Civil & Construction related issues handling

### **Communication**

- Administering mobile and telephones services for the entire complex.
- Procuring and supply of Mobiles Phones, EPBAX, Fax Machines..

### **Facilities Management**

- Mess & Staff and Workers accommodation

- Ensure House Keeping at Factory/ Office/ Staff Quarters
- Ensure preparation of hygienic food in the mess
- Ensure timely renewal of license and Insurance Policies and Rent agreements.
- Arrange transport for employees
- Camp Maintenance
- Responsible and accountable for Camp, Catering, Operations and Facilities Management.
- Handle all Location of rooms for new coming Staffs and keeping records.
- Monitor Company Vehicles and Trip Movement
- Responsible for the transport arrangement for the staff and workers
- Vehicle maintenance and regulating trips and drivers
- Coordinate with HSE Department for Safety and Security
- Overall Camp Management.

#### **Staff Productivity/Discipline/Hiring/Removing**

- All staff discipline, attendance, penalty for violating rule/discipline etc..
- Memo for all labor law productivity, misbehavior and other irregularities observed in shop floor and office.
- Any other work related to factory administration as per the instruction of the management.

#### **Personal Attributes**

- Excellent man management abilities.
- Excellent interpersonal and team building skills.
- Ability to communicate effectively to the public.
- Ability to negotiate with vendors for availing products/services related to office, factory administration.
- Very effective in organizational skills.