**Viswanathan Subramaniam **

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**Profile in brief**

I am young, energetic, hardworking, and sincere employee having more than 10 years and 7 months of GCC experience and more than 7 years of experience in reputed pharmaceutical companies in India in HR dept. in various sections like Recruitment, Payroll and Admin. Have even arranged company’s annual sports function, service award function etc.

**Professional Experience:**

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| **Organization** | **Period** | **Position** |
| Conares Metal Supply – Jabel Ali | 06 Nov 2021 till Present | HR Officer |
| Electrolux Maintenance and Commercial Services in Abu Dhabi | 16 Feb 2020 to15 March 2020 | Payroll officer |
| Kalyaniwala & Mistry LLPChartered Accountants | 26 Feb 2019 to 31 October 2019 | Sr. Executive - Audit |
| Qatar Steel Company, Qatar | 30 Aug 2007 to 31 March 2018 | Total Rewards Assistant |
| Sun Pharmaceutical Industries Ltd, Mumbai, India | 10 Jul 2000 to 14 Aug 2007 | HR Executive (Handling 3130 Employees) |
| Thakker & Thakker Associates, Law Firm, Mumbai, India | 23 Sep 1998 to 8 Jul 2000 | Secretary to Solicitors |
| Cipla Ltd., Mumbai, India | 01 Sep 1997 to 29 Jun 1998 | HR Assistant (Handling 1700 Employees) |
| Indo Rama Synthetics Ltd, Nagpur, India | 1994 to 1996 | EDP Assistant |
| Fast Air & Sea Travels, Mumbai, India | 1991 to 1992 | Administrative Assistant  |
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**Academic Credentials:**

1988-1991 Completed **Bachelor of Commerce**, Mumbai University

1992-1993 Diploma in Computer Programming,

(Centre for Computing & information Technology CCIT, Nagpur)

1994 “O” Level Exam. (3 Modules out of 4 Completed).

(Department of Electronics – New Delhi)

1996-1997 Advance Computing Diploma (ACD) (Boston’s Computer Institute, Thane, Mumbai)

**IT Skills:**

* Working in Oracle–HRMS-Payroll version 12.1.3
* Generating of different Reports using Oracle Discoverer Version 11 G
* Good knowledge of working on MS Word, Excel, Outlook etc

**Career Experience:**

**Employer –** Conares Metal Supply **Duration – Nov 2021 to Present**

Current Designation HR Officer

Reporting to Asst. HR Manager

**Responsibilities:**

* Posting ads for a various post in the Portal. Scrutinizing of the CV’s from the portal as per the requirement given by concerned Dept’s.
* Conducting initial telephonic interview and gathering information and sending to Asst. Manager.
* Arranging Teams Interview with the candidates once they are shortlisted.
* Making offer letters and other joining formalities once arrived.
* Collecting all the required documents for Visa processing and giving it to the Visa Processing dept.
* Arranging issuing of tickets to the employees going on leave and follow-up on GDRFA applications
* Informing the management for those employees who are on leave for more than 180 days for cancellation of Visa/RP
* arrangement for accommodations, Punch Card, Medical formalities to be done etc with the PRO/Visa Dept.
* Arrangement of account opening with the bank.
* Checking of monthly attendance of all the employees.
* Maintaining the monthly Manpower list of all depts and also updating the vacancy list and tallying Total Manpower Strength with the monthly payroll.
* Arranging cash for the new employees who are not processed in Payroll.
* Checking/Tallying of JAFZA Portal report i.e Balance against Security Deposit every fortnightly and sending to Asst. Manager.

**Employer -** Electrolux Maintenance and Commercial Services **Duration - Feb 2020 to Mar 2020**

Current Designation Payroll Officer

Reporting to HR Manager

**Responsibilities:**

* Processing of monthly attendance and salary of all the employees and reporting to HR Manager.
* Preparation of Promotion/Transfer /Termination letters as per the instructions. Opening of bank accounts for new Employees. Informing to respective departments about the new employee joining, arrangement for accommodations, Punch Card, Medical and visa formalities to be done etc.
* Calculation of - Final settlement of employees. Calculation of Gratuity and other payment dues. Uploading monthly payroll data into C3(Financial Exchange).

**Employer -** **Kalyaniwala & Mistry LLP Duration - Feb 2019 to October 2019**

Chartered Accountants

Current Designation Senior Executive Audit

Reporting to Manager

**Responsibilities:**

* Payroll Auditing of Clients

**Employer - Qatar Steel Company, Qatar Duration - Aug 2007 – Mar 2018**

Current Designation Total Rewards Assistant

Reporting to Sr. Payroll officer

**Responsibilities:**

* Co-ordinating with Recruitment Section at the time of recruitment of candidates, arranging for interviews
* On boarding of candidates after selection, Induction for New Joiners.
* Arrangement of transportation and accommodation facilities for the selected candidates at DORMITORY/Companies Quarters.
* Processing of monthly salary of all the employees.
* Preparation of monthly manpower reports, such as IQ-monthly report, IQ-year wise comparison report, IQ-Head Count report, monthly Labour Report, Dept wise manpower report etc.
* Processing of daily non-recurring payments such as airfare, salary advance, Business trip allowances, and other payment if any.
* Preparation of yearly sustainability report.
* Processing and maintaining the data of House Rent Allowances of all employees as per their eligibility and grade.
* Processing and maintaining the data of Visit Visa Allowances of all the employees as per their eligibility and grade.
* Preparation of Promotion/Transfer/Change of position/re-designation letters as per the instructions from Human Capital Manager.
* Preparation of yearly reports, as per the requirement from Ministry of Labour.
* Printing and distribution of Certificates such as Salary Certificate, Loan Certificates, Experience certificate etc to respective Departments.
* Maintaining the personal records of all employees and timely updating the same.

**Employer - Sun Pharmaceutical Industries Ltd, Duration – Jul 2000 to Aug 2007**

 **Mumbai, India**

Designation Executive (Human Resources)

Reporting to Dy.Gen.Manager (HR)

**Responsibilities:**

* Processing of monthly salary of all the employees.
* Preparation of monthly manpower reports.
* Processing of non-recurring payments such as Loan, Leave Travel Allowance (LTA), Medical Reimbursements and other payments if any.
* Generating and printing of monthly salary slips and dispatching the same all over India and Nepal.
* Preparation of PF, ESIC reports and submitting the same to Finance department.
* Submission of relevant documents related to TDS to finance department.
* Co-ordinating with Recruitment Section at the time of recruitment of candidates, arranging for interviews.
* Handling of Petty Cash such as reimbursement of travelling allowances to be paid to candidates.
* Preparation of Promotion/Transfer/Change of position/re-designation letters as per the instructions from Deputy General Manager.
* Preparation of yearly reports.
* Master updating of employee’s personal records and maintenance of the same.
* Ensuring the smooth functioning of computers in Human Resources Department.

**Employer - Thakker & Thakker Associates Duration - Jul 98 – Jul 2000**

 **Law Firm, Mumbai, India**

Designation Secretary

Reporting to Solicitors

**Responsibilities:**

* All kinds of Secretarial work.
* Handling correspondences, filing, taking dictations directly on computer as well as on Dictaphone.
* Arranging meetings with the clients etc.

**Employer - Cipla Ltd., Mumbai, India** **Duration - Mar 97–Jun 98**

Designation Payroll Assistant

Reporting to HR Manager

**Responsibilities:**

* Processing of monthly salary of all the employees.
* Preparation of monthly manpower reports.
* Processing of non-recurring payments such as Loan, Leave Travel Allowance (LTA), Medical Reimbursements and other payments if any.
* Generating and printing of monthly salary slips and dispatching the same all over India.
* Co-ordinating with Recruitment Section at the time of recruitment of candidates, arranging for interviews.
* Preparation of Promotion/Transfer/Change of position/re-designation letters as per the instructions from Deputy General Manager.
* Preparation of yearly reports.
* Master updating of employee’s personal records and maintenance of the same.
* Ensuring the smooth functioning of computers in Human Resources Department.

**Employer – Indo Rama Synthetics Ltd, Nagpur, India** **Duration - Sep 94 - Oct 96**

Designation Assistant

Reporting to Manager – Project Dept.

**Responsibilities:**

* Master data updations of Enquires & Purchase orders for pumps, vessels and other equipment’s.
* Generation of various reports in Foxpro
* Ensuring the smooth functioning of computers in Project Department.

**Employer – Fast Air & Sea Travels, Mumbai, India** **Duration - Apr 91 - Mar 92**

Designation Administrative Assistant

Reporting to Manager

**Responsibilities:**

* Drafting the job requirements and publishing it in newspaper.
* Scrutinizing the applications received as per the requirement
* Arranging the interviews with the client
* Completing all the formalities post selection of candidates
* Master updating of selected employees’ details in employee data bank software.

**Date of Birth :** 6th January 1970 **Linguistic Abilities:** English, Hindi, Tamil, Malayalam,

**Passport No :** S2362914 **Issue Dt.** 08/04/2018 Marathi, Gujarati, Kannada.

**Expiry Date :** 09-04-2028

**Sports :** Have represented the company as an all-rounder in cricket and have been winner in Dukhan Chairman’s Cup Cricket Tournament, Oil & Mesaieed Cricket Tournament, Qatar Foundation Tournament.