

## **KARTHIKEYAN.G**

*Pillayar Koil Street, Sarayamedu Village Villupuram*

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To set in a clear career skill in Bachelor Of Commerce, which provides this upward spiral of being constantly challenged & associate myself with an organization that would give me enough space to grow and achieve organizational standards.

Working on an end to end d gives me more responsibility and sense of streamlining relationship with employees.

### **Synopsis**

- I have completed in bachelor Degree.
- Deal with people in a manner which shows sensitivity, tact and professionalism.
- Effective utilization of human resources for better results.
- Significant exposure towards Safety and Environment Management systems.
- An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational abilities.

### **Areas of Expertise**

#### **1.MIS Reports**

- Designed and created various monthly and day to day reports as per the Management expectations and effective compilation of employee information.
- Wages and salary, all License apply and renewal.

#### **2. Resource Planning**

- Identification of Present and Future needs and carrying out recruitment accordingly
- Maintenance of Potential resumes
- Carrying out necessary Transfer to ensure skills matches the requirement
- Retention analysis and strategy for necessary implementation
- Maintenance of contract or casual workers.

### **3. Organizational Excellence**

- Setting up of clearly defined goals and Strategies to achieve them
- Continuous encouragement to innovate
- Ensuring development of team work in the organization
- Value system of performance, production, quality, teamwork and flexibility
- Developing highly motivated, committed, skilled and flexible workforce

### **4. Performance Management**

- Designed and implemented Performance Management system
- 360 Degree Appraisal & Feedback system towards employee & Organizational development
- Rewards based on Performance and feedback

### **5. Training and Development**

- Complete tracking of Expenditure on Employee development and Return on investment.
- Maintenance of employee wise Training cost and identification of future training needs
- Competency analysis of individual employees and planning training needs towards organizational excellence
- Planning of Training requirements within Training Budget (Through : Competency Analysis and surveys)

### **6. Talent & Career Management**

- Scheduling and setting of Employee Goals in consultation with Line Managers and individual employees
- Tracking of employees achievements against SET UP goals and planning the training needs based on Goals Achieved
- Developing the organization as employer of choice and a great place to work
- Developing leadership qualities of line managers
- Ensuring management having talented people for successive management

### **7. Compensation & Reward**

- Fixation of salary structure according to merit and market survey
- Developing reward policies and procedures which leads to achievement of business goal
- Providing reward that attracts, motivates retain staff and help to develop a high performance culture
- Flexibility in reward operational process with choice of benefits by employees
- Managed Payroll process.

## **8. Employee Relations**

- Negotiating and coordinating with Management members on Employee Welfare
- Establishing rapport with the employees regarding the policies & plans of the management
- Establish the responsibility of the employees by having the cordial relationship

## **9. Administrative Activities**

- Preparing and filing the documents for all government correspondence as per the norms.
- Daily biometric attendance entry
- Managing PIPDIC water source and security arrangement
- Managing CCTV and Housekeeping
- Managing CASH handling

## **WORTH MENTIONING**

- Worked in PF & ESIC Issues from government.
- Worked in getting approval for Factory & Contract license, Layout from Inspector of Factories.
- Worked in getting approval from ESI & PF for Employer code.
- Designed and implement the leave policies.
- Handled many and successfully completed

## **Experience Summary**

### **Easun – MR Tap Changers (P)Ltd**

(Manufacturer of Oil Surge Relay, Motor Drive & Transformer Monitoring System)  
(Accounts & Labor Welfare, Billing)

**Duration: 04.03.2010 to 28.05.2012**

## **Experience Summary**

### **Vital Industries India Private Ltd (MGM Group)**

(Manufacturers of Corrugated Boxes and Pet Bottles)  
(Accounts & Labor Welfare, Store, Billing)

**Duration: 17.01.2013 to 19.03.2021**

#### Responsibilities

- Register and getting License from all departments
- Daily Manpower report updated
- HR Policies & Practices implementation
- Recruitment
- Payroll process
- Statutory Compliance
- Manpower planning and allocation
- Scrap Dealing
- Administrative Activities
- Industrial Relations
- Daily DPR & DFR Preparing
- Co-ordinate with all government activities

#### Additional Activities:

- Doing Accounts work Cash & Bank Entry
- Cheques Making for payment
- Succession Planning
- Administrative Activities

#### **Academic Qualification**

Bachelor of Commerce from Annamalai University-2010

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#### **Computer knowledge**

**Tally-ERP9, (SAP) M.S.Office & Power Point, Excel**

**PERSONAL DATA**

NAME : G.KARTHIKEYAN

FATHERS NAME : P.GANDHI

DATE OF BIRTH : 02-06-1986

NATIONALITY : INDIAN

RELIGIEN : HINDU

LANGUAGES KNOWN : TAMIL, ENGLISH – HINDI (SPEAK)

MARITAL STATUS : MARRIED

DATE.:

PLACE: VILLUPURAM

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