

Ranjeeth B

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Professional Summary

Dynamic and detail-oriented HR Executive with 3+ yrs experience across manufacturing, health care & e-commerce sectors in recruitment, payroll management, statutory compliance, employee onboarding, and vendor coordination. Adept at streamlining HR operations to ensure organizational efficiency, employee satisfaction, and compliance with labour laws.

Key Skills

- Time Office & Attendance Management
- Recruitment Planning and Execution
- Employee Onboarding and Induction
- Payroll Management and Compliance
- Statutory Compliance (ESI, PF, LWF)
- Vendor and Asset Coordination
- Employee Safety and Welfare Programs
- HR Software Management (KEKA HR), (Tricky HR)
- Exit Process Management
- General Admin

Professional Experience

HR Executive

Sri Easwari Scientific Solutions Pvt Ltd
April 2025 - Present

HR Executive

Annachy – Powered By Saravana Stores, Chennai.
Jan 2024 – April 2025

HR Executive

Panimalar Medical College & Hospital
Oct 2021 – Oct 2022

Key Responsibilities

Recruitment & Onboarding

- Managed the complete recruitment lifecycle: requisition approvals, sourcing, shortlisting, interview scheduling, and onboarding.
- Published job postings, screened candidates, and coordinated interviews across departments.
- Maintained recruitment trackers, including application status, interview feedback, offers, and time-to-hire metrics.
- Onboarding - HR & Dept Induction, Asset handover, documents collection, explaining company policies, team intro, welcome mail.

Attendance Management & Payroll Support

- Monitored daily employee attendance: in-time/out-time, late marks, leave, absenteeism, and biometric discrepancies.
- Maintained and updated daily headcount reports across departments.
- Creating employee informations in HRMS.
- Attendance regularizations and leave approvals.
- Shift & Roaster updation.
- Providing inputs for payroll like account details, salary details, deductions, lop etc.

Statutory Compliance

- Establishment Online Registration
- Processed employee registrations and exits for ESI and PF.
- Ensured timely preparation of statutory challans and coordinated with finance for payment processing.
- Handled employee grievances including advance claims, transfer claims, joint declaration filing, etc.
- Establishment details change & e-sign registration.
- Approvals using e-sign & DSC.
- Form 5 – National & Festival Holidays approval.
- LWF payment

Employee Welfare & Benefits

- Managed group medical insurance: enrollment, claim processing, and coordination with insurance providers.
- Supported implementation of employee safety and wellness measures on-site.
- Provision of PPE for employees & training on usage of them.

Vendor Management

- Coordinated with vendors for food, housekeeping, and pantry services, ensuring consistent service quality and timely delivery.
- Oversaw office facility management, including maintenance, repair work, and procurement of consumables and office supplies.
- Maintained vendor performance records and addressed service issues to ensure smooth day-to-day operations.

Exit & Final Settlement

- Administered the employee exit process: resignation acceptance, notice tracking, exit interviews, asset return, and F&F settlements.
- Ensured timely closure of exit formalities and proper documentation.

Education

Bachelor's Degree in Labour Management (BLM)

Tils, Chennai

2018

Master's Degree in Business Administration (MBA – HR & Marketing)

Panimalar Engineering College, Chennai

2020

Technical Proficiency

- HR Management Software: KEKA HR, Tricky HR, Starlink
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Familiarity with recruitment portals: LinkedIn, Naukri, Indeed, IIM Jobs, Apna, WorkIndia

Place:

Date:

Signature