

## ANAND.V

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### CAREER OBJECTIVE

Dynamic HR Generalist with **6+** years of experience in Human Resource and Administration functions. Proven ability to enhance employee relations and manage HR functions effectively. Seeking to leverage my expertise to support organizational growth and foster a positive workplace culture in a challenging HR role.

### EDUCATION DETAILS

| YEAR       | INSTITUTION                                                | COURSE            | PERCENT |
|------------|------------------------------------------------------------|-------------------|---------|
| 2022- 2023 | Tamilnadu Institute Of Labour Studies                      | PGDLA             | 65%     |
| 2020-2022  | Sri Muthukumaran Institute Of Technology (AnnaUniversity ) | MBA (HR)          | 70%     |
| 2014       | Madras School Of Social Work                               | MSW (Social Work) | 72%     |

### WORK EXPERIENCE

**Duration** – Feb 2024 – to Till Date

**Organisation** – Simpson & Co Ltd – Shardlow India Division.

**Designation** – HR Officer

**Recruitment :**

- Screening & conducting preliminary interview.
- Joining formalities & Induction training.
- Maintaining the database for recruitment
- Managing exit formalities.

**Statutory Compliances:**

- Official Liaisoning with statutory bodies like Factory Inspectorate, Labour Departments, EPFO, ESIC, DEO, etc.
- Maintaining Statutory Registers & Adherence to Non – Compliance.
- EPFO & ESIC Registrations, KYC Updating & Processing the Claim Forms.
- Obtaining / Renewal of Factory Licence, RC Amendments, CLRA License
- Contract Labour Management – All Statutory Compliance audits.

**Payroll & Compensation**

- Handling with Time Office, daily Attendance regularization
- Ensuring Pre-payroll process (Attendance Input, OT Hours, etc)
- Maintaining & Tracking Attendance, Leave, LOP for all employees (On-roll & Off-roll) as per policy.
- EPF & ESIC online Remittance and LWF & PF Remittances
- Preparation of Provision for Like Leave Encashment, Bonus.
- Full & Final Settlement processing.

**Employee Grievance & Welfare:**

- Handling Union
- Managing welfare measures to the employees – Uniform, Safety shoes etc,
- Conducting Events

**Employee Relations:**

- Preparing Show-Cause notice for Violations of organizational rules & regulations.
- Conducting Safety Committee Meeting.

**Duration** – Aug 2022 –to Feb 2024

**Organisation**–ICSA Group, entity ( Deepak Agencies pvt ltd ).

**Designation** – HR Co-ordinator

**Roles&Responsibilities:**

- ✓ Tracking attendance TIME OFFICE, maintaining leave records
- ✓ Statutory & Grievance handling
- ✓ Handling joining & exit formalities of employee's
- ✓ Maintaining employees personal files and records,
- ✓ Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience/service certificate, relieving letter, etc.

**Shops & Establishment Act**

- Maintaining Various Registers like PQRST and returns submission
- Coordinate with Labour department at the time of inspection.
- Labour Welfare Fund Remittance and Returns submissions.

**General Administration**

- Printing & Stationary. ID Cards & Visiting Cards to employees, and coordinate with vendors. Printing of Letterheads etc

**Duration** – Feb 2017 – to Nov 2019

**Organisation**– Resurgent Corporate Support Services Pvt Ltd.

**Designation** – Junior Executive – Hr&Admin

**Roles&Responsibilities:**

- Recruitment , Attendance and Leave Management,Statutory & Grievance handling  
Printing & Stationary. ID Cards & Visiting Cards to employees, and coordinate with vendors. Printing of Letterheads etc...
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**Duration** – April2015 – to June 2016

**Organisation**– IFMR Lead (Institute for Financial Management and Research )

**Designation** –Field Investigator

**Roles&Responsibilities:**

- Worked on a development economics study conducted by Harvard university and The University of Pennsylvania - project – “Nutrition,Productivity and Decision-making”.
- Recruiting and tracking the participants, surveying, conducting experimental tasks, monitoring field staffs.

## ANAND.V

### TECH SKILLS

- MSWord, MExcel, MS Power Point, VLOOKUP, Pivot Table, Basic Internet Apl.
- Certificate Course In Typewriting ( Lower)

### PERSONALDETAILS

|                   |                                                                                    |
|-------------------|------------------------------------------------------------------------------------|
| Gender            | :Male                                                                              |
| MaritalStatus     | :Unmarried                                                                         |
| LanguagesKnown    | :English,Telugu,Tamil                                                              |
| Permanent Address | : No: 230, Kamaraj Nagar, 10 <sup>th</sup> Street<br>Korukkupet, Chennai – 600021. |

### DISCLAIMER

I hereby declare that all the above mentioned information is true knowledge and belief.

Thank You.

Place: Chennai

Date:

(Signature)

Anand V

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Communication Address:No:230/25,KamarajaNagar,10<sup>th</sup>Street,Korukkupet,Chennai-600021.