

ANANDARAJ PANDIARAJ

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Address: No.5/2, Thirupathi Vilagam, (Via)Nallappa Nagar, Durgalaya Road, Thiruvaur – 610001.

PROFESSIONAL SUMMARY

- ♦ M.B.A. with a specialization of HR & Marketing from Prist University, Chennai.
- ♦ Dedicated HR professional with 11+ years of experience in HR & Administration.
- ♦ A dynamic go-getter with multitasking abilities in driving team efforts towards achievement of organisational goals.

KEY SKILLS



Recruitment



Onboarding
& Offboarding



Payroll
Management



Performance
Management



Statutory
Compliance



Employee
Engagement



HRIS(MIS)
Operations



Office
Administration

PROFESSIONAL EXPERIENCE

S No.	Company Name	Designation	Working Period
1	Krita Systems India Pvt Ltd., Chennai	HR Assistant	June-2013 to July-2015
2	Beachwood Investment Pvt Ltd., Maldives	HR & GA	Sep-2015 to May-2016
3	Pommys Garments India Ltd., Dhalavaipuram	HR & GA	June-16 to Apr-2019
4	Moringo Organics Pvt Ltd., Chennai	Executive - HR & GA	Apr-2019 to Apr-2020
5	Shri Narayani Nidhi Ltd., Thiruvaur	Manager (Scale II) - HR GA From Oct-20 to Feb-23 Authorization Head (Scale II Manager) from Feb-23 to Sep-23 Manager (Scale II) – P & D from Sep-23 to Dec-24 Branch Manager from Dec-24 to still now	Oct-2020 to Still now

JOB RESPONSIBILITIES

⇒ Recruitment

- Workforce Planning
- Sourcing Candidates
- Application Process
- Screening & Shortlisting
- Interviews
- Background Checks
- Offer and Negotiation
- Onboarding
- Post-Hire Evaluation

⇒ **Onboarding Process**

- Offer and Acceptance
- Documentation and Paperwork
- Set Up IT and Workspace
- Welcome the New Employee
- Company Orientation
- HR and Administrative Tasks
- Introduction to Role
- Job-Specific Training
- Team Introductions

⇒ **Offboarding Process**

- Resignation or Termination
- Exit Interview
- Transition of Work
- Revoke Access
- Final Pay and Benefits
- Exit Documentation
- Farewell

⇒ **Payroll process**

- Employee Information Collection
- Set Up Payroll System
- Time Tracking
- Calculate Gross/Net Pay after Deductions
- Generate Payroll Reports
- Distribute Pay
- Record Keeping and Compliance

⇒ **Performance Appraisal Management**

- Goal Setting
- Performance Planning and Development
- Continuous Feedback and Coaching
- Performance Appraisal
- Performance Rating
- Compensation and Rewards
- Training and Development
- Monitoring and Adjusting Goals

⇒ **Statutory Compliance**

- Understand the Applicable Statutory Laws
- Registration and Documentation
- Employee Salary and Compensation Compliance
- Maintain Leave and Holiday Records
- Tax Deductions and Compliance
- Payroll Processing and Documentation
- Provident Fund (PF) & Employee State Insurance (ESI) Contributions
- Health and Safety Compliance
- Statutory Filings and Returns
- Audit and Compliance Checks
- Employee Welfare and Benefits Compliance

⇒ **Employee Engagement**

- Developing and Implementing Engagement Programs
- Measuring and Monitoring Employee Engagement
- Providing Recognition and Rewards
- Supporting Leadership Development
- Creating a Positive Work Culture
- Employee Development and Career Growth
- Communication and Feedback Channels
- Promoting Employee Well-being
- Organizing Team-Building and Social Activities
- Addressing Disengagement Issues

⇒ **HRMS database administration**

- Employee Data Management
- Payroll Management
- Recruitment and Onboarding
- Time and Attendance
- Benefits Administration
- Performance Management
- Learning and Development
- Compliance Management
- Reporting and Analytics
- Employee Self-Service

⇒ **HR Policies and Procedures**

- Equal Employment Opportunity Policy
- Code of Conduct
- Anti-Harassment Policy
- Compensation and Benefits Policy
- Attendance and Punctuality Policy
- Workplace Safety Policy
- Recruitment & Relieving Policy
- Employee Classification Policy
- Dress Code Policy
- Remote Work/Telecommuting Policy
- Disciplinary Action Policy
- Leave of Absence Policy

⇒ **General Administration**

- Manage housekeeping, pantry and stationery.
- Track stocks of office supplies and place order when necessary.
- Manage phone calls, email, letter, courier, etc...
- Manage travel arrangements, appointments for the upper management.
- Schedule weekly advertising on product and job vacancies.
- Managed vehicle reports by spreadsheets.
- Manage ID and access card of new joining staffs.
- Purchase of Stationery and Housekeeping materials.
- Prepare vendor payment on monthly basis.
- Housekeeping management – prepare duty charts and routine upkeep.
- Maintaining of records for all AMC for computers, AC, insurance, Genset, electricity etc.
- Manage front office, visitors, new employees, staff and labour entry & exit register checking.
- Permission slips and registers maintenance.
- First aid facility – purchase of medicines every month.

ACADEMIC PROJECT AS PART OF MBA CURRICULUM

Title of the Project: "A study on Employees welfare & engagement activities in Tamilnadu Cements Corporation Limited, Alangulam"

Area : HR
Company : Tamilnadu Cements Corporation Limited
City : Alangulam
Duration : One Month

EDUCATIONAL CRENDENTIAL

Master of Business Administration in HR & Marketing from Prist University, Chennai
Bachelors of Business Administration from NMSSVN College, Madurai

TECHNICAL SKILLS

- HRIS (Human Resources Information System)
- Job Posting (Naukri, Indeed)
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Payroll & Performance Management Software (Greythr)
- Time & Attendance Systems (ESSL Time Tracker)
- Asset Management Software (Sigma)

PERSONAL INFORMATION

Name : Anandaraj Pandiaraj **Gender** : Male
DOB : 16th November 1990 **Language Proficiency** : Tamil & English

DECLARATION

I assure you that all the above details are true to the best of my knowledge and belief.

Anandaraj Pandiaraj