



Udhayakumar Thanigaiarasu

Human Resource Professional

An Enthusiastic HR professional with **11+ year hands on experience in HR Generalist** role, in End-to-End Payroll Activity, Manpower Planning, recruitment, Induction & Orientation, Employee relations, Employee Engagement, Employee grievance, Joining & exit formalities & general Admin related areas.

✉ udhai.mswhr@gmail.com

☎ +919791725411

📍 Chennai, India

🌐 [linkedin.com/in/udhayakumar thanigaiarasu](https://www.linkedin.com/in/udhayakumarthanigaiarasu)

SKILLS

Team Player

Quick Learner

Time Management

Active Listening

Positive Attitude

Adaptable

Ambitious and committed to deadlines

Decision Making

EDUCATION

Master of Social Work - Human Resource
Madras School of Social Work

06/2010 - 05/2012

Chennai, India

Courses

- Study on Interstate Migrant Workers

Bachelor of Computer Application
Adhiparasakthi College of Arts & Science

06/2006 - 05/2009

Arcot, India

WORK EXPERIENCE

Human Resource Manager.
Ruhrpumpen India Private Limited.

08/2017 - Present

Sriperumbudur, India.

Manufacturer of Centrifugal Pumps.

Attend a training in Mexico on SAP - ECP for 2 weeks

- **Compensation & Benefits** : Salary fitment, Monthly payroll processing, statutory deductions, Generate salary related report, Full & Final Settlements, Time office functions. Implement Greythr (HRMS) and reduced the HR manhours by 50%. Developing SAP Successfactors - Employee Central & Employee Central Payroll with support of Global HR Team.
- **Contract Labour Management** : Agreement with contractors, Application for RC renewal, contract labour attendance & wages processing, Ensure Statutory compliances, Maintain legal compliances & records. Introduced a new Consultant with a reduced service cost and saved 10L per annum.
- **Statutory & Legal Compliance** : All Statutory compliances related to Factories act, Minimum wages act, Provident Fund act, Contract Labour act, ESI act, Payment of bonus act, Gratuity Act, Professional Tax, Property Tax, Grampanchayat etc.
- **Employee Welfare activities & General Administration** - Employee GMC & GPA finalization, Employee Transport management, Canteen, Uniform & shoes, Yearly Health check-up, Medical center, Security, Housekeeping, Train, Air, bus & hotel booking for employee as well as guest.
- **Induction & On-boarding** : Responsible for completion of joining formalities for new candidates, Ensuring documentation and Pre-employment Verification, Timely updating of the Employee database in SAP.
- **Recruitment/Manpower Planning** : Discuss with Functional Heads & get approved manpower plan, Ensuring timely and speedy recruitment of Manpower to the requirement standard for Staff & Contract Workmen, Overall co-ordination of manpower planning & recruitment, Monitoring the manpower deployment both regular & contract manpower, Prepare MIS report on Manpower plan as well.

Contact : Mr. Ezhil Balaji R - +91 7823956800



HR & Admin Executive

Accudyne Industries India Private Limited (Formerly Milton Roy India Private Limited)

03/2013 - 08/2017

Manufacturer of Metering Pumps

Chengalpet, India

Developed HRMS for Payroll

- **Time & Attendance:** Daily Attendance Monitoring, Salary Inputs for Payroll submission, Leave Records and other statutory records pertaining to Time office Maintenance, Absenteeism calculation and taking necessary steps if it exceeds the target.
- **Pay Roll Processing:** Responsible for input of all salary data of employees/workmen, absence etc, Time Office with attendance register maintenance, Payroll processing with creating Head Count Report, includes association with finance till issue of Pay Slip and solving employee's grievances directly, Dealing with the Bank for timely payments.
- **Statutory Requirements:** Responsible for meeting all statutory requirements including PF, ESI, Minimum Wage, Bonus & Gratuity, Liaisoning with Factories Inspectorate, Regional PF office and regional ESI office for the legal requirements, Maintaining all the necessary documents, registers and forms under Factories Act, ESI Act, PF act, Contract labor (R&A) Act.
- **Administration:** Arrangement of Stay and Travel requirement for all Stake Holders, Complete In charge of Canteen facilities from vendor finalizing to day-to day canteen maintenance, Guest House Maintenance & Processing of Vendor Bills connected with HR & Admin, Maintenance of assets and upkeep of company premises in good condition, In-charge of landscaping and facility maintenance.
- **Recruitment:** Sourcing of profiles of required manpower from Consultancy/Portal, analysis and interacting with the Recruitment agencies, Co-ordination with Consultants for timely Placements, All the post recruitment formalities like joining formalities completion from Joining to getting inducted are processed systematically.
- **Contract Labor Management:** Deployment of Manpower to all the concerned stakeholders, Verification of their Legal Compliance, Ensuring timely payments of salary and bonus to the contract workmen, Handling the IR Issues and Grievances of the Contract Labors.

Contact : Ms. Sumithra - +91 7395800603