

P.K.DEVI PRASAD

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South Veli St,

Madurai – 625 005.

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Career Objective:

Seeking a Human Resource Management Position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company.

EDUCATIONAL QUALIFICATION:

QUALIFICATION	SUBJECT	UNIVERSITY / SCHOOL	YEAR OF PASS
M.A	Labour Management	Madurai Kamaraj	Jun' 08- 09
MBA	HR & Sys	Bharathidasan University	Jun' 04 – 06
BBA	Business Management	National College	Mar' 01 - 04

EXPERIENCE :

Working as a HR and Admin Manager at Gunaa Kitchen Equipments, Madurai from Nov 2021 to till date.

Worked as a HR Manager at Bell Hotels (P) Ltd, Sivakasi from Apr 2010 to July 31st 2020.

Worked as an Administrative Officer cum Stores In charge at Auraa International, Karur from Oct 09 to Apr 2010

Worked as HR Officer and MD Assistant at TRICHY OXYGEN PRIVATE LIMITED, TRICHY from Feb' 08 to Oct 09.

Functions Handled in my career.

- A. Working closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
- B. Recruiting staff: this includes developing job descriptions, preparing advertisements,

- checking application forms, shortlisting, interviewing and selecting candidates;
- C. Negotiating with staff and their representatives on issues relating to pay and conditions;
- D. liaising with a wide range of organisations involved in areas such as race relations, disability, gender, age, religion and health and safety;
- E. developing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- F. administering payroll and maintaining records relating to staff;
- G. Monitoring statutory compliance activities.
- H. Prepare MIS Report
- I. Prepare Incentive works for Kitchen and Service Department.
- J. Conduction training programme for service staffs.
- K. Conducting the Town Hall Meeting and Issuing Monthly Best employees award from department wise.
- L. Monitoring and Maintenacne employee's & front liner – Attendance, Leave record.
- M. Checking and verifying new joiner's – Qualification, Employment data, Personal details and maintaining personnel records for employee details.
- N. listening to grievances and implementing disciplinary procedures;
- O. developing, with line managers, HR planning strategies, which consider immediate and long-term staff requirements in terms of numbers and skill levels;
- P. Conduct Exit Interview
- Q. Preparing and Controlling pay activities (Time office process)
- R. Vehicles Maintenance
- S. Stores Records Maintenance
- T. Monitoring and Maintenacne employee's & front liner – Attendance, Leave record.
- U. Checking and verifying new joiner's – Qualification, Employment data, Personal details and maintaining personnel records for employee details.

Notable Highlights

Reducing absenteeism of front liners by implementing attendance bonus.

Initializing in – house training shop for welder training to control attrition of welders.

CERTIFICATION

- Honour of DCA, Diploma in Soft Skill Development Courses, Type writing English higher & Tamil lower

Personal Profile:

Father's Name : **P.L. Kuppusamy (Late)**

Date of Birth : 22nd Dec 1984

Gender : **Male**

Nationality : Indian

Religion : Hindu

Marital Status : **Married**

Language Known : Tamil, English, Sowrastra.

Reference : Mr. A.R. Ramachandran

AGM – PM & IR. BHEL, TRICHY-15.

Ref. Contact no : 0431-2614873.

Reference : Mr. Srinivasan N.

Former Consultant & V P Bell Group of Hotels

Ref. Contact no. : 8870788822

Date:

Place:Trichy

(DEVI PRASAD.P.K)