**T D Ravindran B.Com, MFM , PGD IRPM & PGDCA.**

**Address** Flat No: 202, RR Homes, Amba Gardens, Medhipatnam ; Hyderabad 500 028 .

 **Age**  24th January, 1969 Age : 54

 Language Proficiency: English, Hindi, Telugu & Tamil

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Dear Recruiter,

With experience in Human Resource Management functions at both services and manufacturing viz plant , corporate and branches. I have been at the forefront of initiatives that have positioned organizations to support significant growth & profitability. I have showcased impressive success by providing effective HR leadership to the business for implementation of HR plan in-line with organization requirements and have expertise in areas entailing HR Policies & Procedures, Succession Planning & Development, Talent Development / Retention, Employee Engagement, Strategic Human Resource Planning, Organizational Structuring, and Talent Acquisition.

 **RESUME**

In quest of professional enrichments in the domain of Human Resources & Administration with a growth-oriented organization of repute.

**EDUCATIONAL QUALIFICATIONS**

**Regular**

**• MFM – HR & Finance** (Compensation & Benefits) from Pondicherry Central University

• **B.Com** from Osmania University

**Regular - Evening**

**• Post Graduate Diploma in Computer Applications** (MS Office, Internet & Email Applications) from Bharatiya Vidya Bhavan.

• **Post Graduate Diploma in Personnel Management & Industrial Relations** from Bharatiya Vidya Bhavan

 **Certificate Courses**

**• Passed National English Language Testing Service** conducted by Central Institute English and Foreign Languages – Hyderabad – India.

• **Passed Certificate Course in ERP – Tally 9.0 Payroll**

**Assignments**

Working at **BSCPL Infrastructure Ltd** as Site Sr.HR & Administration Manager from 11th of May 2023 to till date.

Worked at **Gurit Wind Private Limited (Swiss based Green Field Project)** from 11th January 2021 to 28th February, 2023 as Sr.Manager – HRBP.

Worked at **Zuti Engineering Solutions Pvt Ltd - An ITES Company (Medical devices and Automotive related) from** 02nd Feb 2008 to 31st December 2020 as Manager – HR & Administration and handled Corporate & Plant at Hyderabad and Branches at Bangalore ,Chennai , Chandigarh and Pune.

Worked with **Tecsis GmbH (A German Company)** worked as Asst.Manager – HR & Admin.from 01st January 2002 to 31st January 2008 at Hyderabad.

Worked with **Forbes Gokak Limited (A Tata Group Company)** as Management Trainee in HR & Administration 01st June 1997 to 31st December 2002. Joined at Mumbai plant and trained at Regional office Chennai and placed at Hyderabad.

**Roles & Responsibilities**

**Recruitment**

Overseeing the selection/non-selection and offers processes to ensure proper procedures are followed (e.g., valid reasons for selection/non-selection and applicants receiving status notifications).

Ensuring efficient and quality hiring process by using the data pool data and ATS.

**Employee Life Cycle Management:**

Managing the hire-to-retire cycle of the workforce. (hiring, transfers, promotions, exits, etc)

**Statutory compliance:**

Responsible to make the organization compliant with the Indian Labour Law viz. PF ESIC, BONUS, Gratuity , Contract Labour, Minimum Wages.

**HR Policies and Process Management:**

Responsible to deploy all HR policies and HR initiatives in the region. Also, help all employees and managers understand and implement strategies and policies. Ensure that all SOPs for HR are in place

and adhered to by the team.

**Employee Engagement:**

Responsible for the implementation of engagement activity calendar viz birthday celebrations, cultural activities, festivals, unit anniversary, etc

**Employee Relations:**

Assists with the managers in maintaining effective employee communication channels across the organization. By using the internal HRIS effectively.

**Discipline Management:**

Responsible to make employees aware of the company code of conduct and guide them on the dos and donts. Also, initiate required disciplinary action in case of misconduct. Reviews progressive discipline documentation for accuracy and consistency, checks for supportive documentation, and are accountable for determining appropriate action.

**Grievance Handling:**

Act as the conscience keeper of company values . Resolve all individual and group grievances swiftly. Utilizes an open-door policy to acknowledge employee problems or concerns in a timely manner.

**Performance Management:**

Drive a timely and fair Performance Management System . Communicates performance expectations in accordance with job descriptions for each position.

**Business Partnering**

Play the role of HRBP by liaising with all the managers and leaders to solve their people-related challenges.

**MIS and reporting**

Track critical HR metrics and report to the management on a monthly basis.

**Onboarding**

Ensure coordination and facilitation of new hire orientation program to generate a positive first impression for employees and emphasize the importance of guest service in company culture.

Support departmental orientation program for employees to receive the appropriate new hire training to successfully perform their job.

**Other Tasks as assigned by the Management**

General Administration; Safety - Health, Security-Vigilance functions & Compliance Audit Assistance with external agencies & vendors. Assistance in Legal & Police issues and cases.

**Awards**

Fewest Sick Days Taken Award

Most Committed Employee Award

Best Attendance Award

**Achievements**

Created HR tool kit – A Reference Manual and Guide

Created SOP for Employees of Plant, Corporate and to Branch staff.

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