



RAGHAVENDRAN M

Human Resources

About Me

Intend to build a career with leading corporate of hi-tech environment with committed dedicated People, which will help me to explore myself fully and realize my potential and willing to work as a key player in challenging and creative environment with sincerity and loyalty.

My Contact

✉ mailmeraga@gmail.com

☎ 91 96000 34723

📍 No.18, Periyar Salai, Eldams Road,
Teynampet,
Chennai 600018



Professional Experience

Skills

- On-boarding
- Off-boarding
- Recruitment
- Payroll
- Saral Pay pack
- Attendance Management
- Background verification
- Labour department handling
- Zoho
- Vendor management
- Employee Relationship
- Employee engagement
- ISO audit
- Documentation
- Employee Grievance
- Employee Induction
- Statutory compliance
- HRMS
- Office Administration

Roles & Responsibilities:

- Implemented and managed on-boarding and off-boarding processes for employees, resulting in a seamless and efficient transition for new hires and departures.
- Established and maintained payroll system, ensuring accurate and timely payment of salaries and benefits for all employees.
- Conducted background verification checks for new hires, ensuring the company only hired qualified and reliable candidates.
- Handled labour department compliance, ensuring adherence to all necessary regulations and avoiding legal issues.
- Managed HRMS, streamlining HR processes and improving data accuracy and accessibility.
- Oversaw vendor management, negotiating contracts and ensuring high-quality services at competitive prices.
- Handled performance management system, enabling consistent evaluation and development of employees.
- Promoted positive employee relationships and handled employee grievances, fostering a supportive and productive work environment.
- ISO audit, ensuring compliance with international standards and continuous improvement in quality management.
- Maintained documentation for HR processes and policies, ensuring accuracy, consistency, and transparency.
- Managed employee attendance, tracking and addressing concerns to minimize disruptions and maintain productivity.
- Facilitated employee induction program, providing new hires with a comprehensive introduction to company culture and policies.
- Ensured compliance with statutory requirements, keeping the company in good standing with local labor laws and regulations.
- Supported recruitment efforts, collaborating with hiring managers to attract and select top talent for the organization.
- Handled office administration tasks, including facilities management, supplies procurement, and vendor coordination.

Achievements



2020 – 2021:

Star Performer for the year -

In the challenging landscape of 2020 2021, distinguished themselves as an outstanding HR Generalist. Their exceptional performance, innovative problem-solving, and unwavering commitment to our organization's success have set a new standard for excellence in the HR department.



2023 – 2024:

Best Audit Documents Maintained- Successfully designed and implemented a comprehensive audit document management system that streamlined the organization's compliance and review processes

Education Background



Pondicherry University
MBA
Aug 2013 - Apr 2015



D.R.B.C.C.Hindu College
B.Com
Jun 2010 - Apr 2013



Jaya Matriculation Higher Secondary School
12th
Apr 2010



S.K.M.M. Vivekananda Vidyalaya
10th
Apr 2008

Hurix System Pvt Ltd - Lead Human Resource

Mar 2023 – Present

Key responsibilities:

- On-boarding
- Off-boarding
- Payroll
- Attendance Management
- Background Verification
- Labour Department Handling
- ZOHO HRMS
- Vendor Management
- Employee Relationship
- Employee Engagement
- ISO Audit
- Documentation
- Employee Grievance
- Employee Induction
- Statutory Compliance

Consulting & Beyond -Senior Associate HR Generalist

Mar 2022 - Mar 2023

Key responsibilities:

- On-boarding
- Off-boarding
- Recruitment
- Employee Induction
- Payroll
- SARAL Pay Pack
- Attendance Management
- Vendor Management
- Employee Relationship
- Employee Engagement
- Documentation
- Employee Grievance
- Statutory Compliance

Redisolve Software Pvt Ltd -Senior HR Associate

Aug 2018 -Jan 2022

Key responsibilities:

- On-boarding
- Off-boarding
- Recruitment
- Employee Induction
- Payroll
- HRMS
- Attendance Management
- Vendor Management
- Employee Relationship
- Employee Engagement
- Documentation
- Employee Grievance
- Statutory Compliance
- ISO audit

Indian Motor Parts and Accessories - Executive

Sep 2016 - Aug 2018

Key responsibilities:

- Office Administration
- Books of Accounts
- Internal Accounts Audit across India

Tata Consultancy Services - Process Associate

Feb 2014 - Jun 2016

Key responsibilities:

- Payment Posting
 - Copayment Processing
-