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## EDUCATION

Diploma in labour law with administrative law

**ANNAMALAI UNIVERSITY**, Chidambaram, India  
December 2013

MBA (human resource management)

**BHARATHIYAR UNIVERSITY**, Coimbatore, India  
May 2012

Bachelor of business management

**APOLLO ARTS & SCIENCE COLLEGE**, Chennai, India  
April 2009

## LANGUAGES

English

Hindi

Tamil

# KUMARESHAN R

## PROFESSIONAL SUMMARY

To associate with an innovative and vibrant organization allows me to put my competencies to the best use, add value to the organization, and contribute to my overall growth. Professional human resource employing exceptional rapport and relationship-building abilities to cultivate lasting and positive relations among clients, staff, and management. Highly developed communicator with outstanding capabilities in complex problem-solving and conflict resolution.

### Skills

- Recruitment, Induction and Training
- Performance Management
- Leadership Hiring
- Regulatory Requirements Understanding
- Competitor Analysis
- Renewal of Legal Document
- Payroll Preparation
- Customer Relationship Building
- Employee Referrals
- Head Hunting
- Agency Recruitment
- Negotiation
- Onboarding and Exit interview
- Employee engagement
- General Administrative Support
- Benefits Administration

## WORK HISTORY

August 2023 - March 2024

### **RASISEEDS PVT LTD. - ASSISTANT MANAGER - TALENT ACQUISITION, COIMBATORE**

- Recruitment and Talent Acquisition experience across Finance, Accounting, IT, Supply Chain, Projects, Plant-based and Crop Science organizations.
- Managing portfolios of Finance, Accounts, Projects, and Crop Science.
- Partnering with Business Managers to carve out technical and non-technical job descriptions, and intake hiring needs.
- The massive ramp-up and expansion required an intensive and in-depth understanding of the business, its growth plans, the stakeholders, and their talent needs.
- Hands-on experience in Recruitment Lifecycle starting from Business Intake meeting, defining source mix and screening/interviewing to Offer Building and negotiation, responsible for data governance relating to new hires, resource mapping for projects and transitions - look after Recruitment MIS and Publishing MIS.
- Leveraged various channels for hiring including Naukri, LinkedIn, Employee Referral, and Vendors, working as a SPOC in pre-on-boarding, post -on-boarding activities.
- Induction & Orientation of new employees (HRMS training, HR Joiner documentation, Application of insurance, Processing IT requests).
- Facilitate the employee's probation review process, ensure timely issuance of probation confirmation letter and Implementation of annual performance management cycle.
- Assist with payroll preparation by ensuring the accuracy of employee data and coordinate timely payroll processing under company regulations.
- Promote adherence to internal company policies by all employees and assist in ensuring compliance with labor laws and regulations.
- Maintain necessary database and generate reports to support management activities and manage company travel arrangements (if applicable).
- Manage other miscellaneous work for the management team and provide general administrative support to the HR team and other departments as needed.
- Supporting the disciplinary procedure includes preparation of investigation reports, warning letters and suspension letters.
- Ensure follow-up with all the entities and relevant stakeholders for the renewal of legal documents and assist in compliance matters under the supervision of the Group Legal and Compliance Manager.

## COURSE

- Advance diploma in HR Management.

## PERSONAL DETAILS

Date of birth :28 DEC 1986

Nationality :Indian

Marital status :Married

Passport No : V8398028

Visa status :Visit Visa

May 2021 - August 2023

### **QUESSCORP LIMITED - SR. RECRUITMENT CONSULTANT, CHENNAI**

- Sourcing profiles from various recruiting channels like- job portals (Naukri, LinkedIn, and Monster) and employee referrals.
- Train new company hires, according to the need, provide regular status updates, and assist in developing sourcing and recruiting strategies.
- Conducting initial interviews to determine experience, and skill level and probe the candidate for view of his/her responsibility in the projects.
- Schedule interviews and coordinate with candidates, and the technical panel for the next levels of interviews, regular follow ups with offered candidate until on-boarding.
- Proactively maintain an effective resource database management system to close the manpower requirement.
- Head hunting, Talent Pool Database Management, Candidate Pipeline Management and New Employee Orientation.
- Develop, implement employee engagement initiatives, Coordinate employee insurance programs and service completion formalities for employees.
- Coordinating company events and activities like annual functions, meetings and employee engagement programs.
- Source and manage vendors for other business verticals when required and coordinate with the accounts team to ensure the procurement process is carried out smoothly when working with vendors.

October 2018 - April 2021

### **PEOPLE SOURCE CONSULTING PVT LTD. - SR. RECRUITMENT CONSULTANT, BANGALORE**

- Maintained excellent client retention by finding talented candidates for roles
- Conducted in-depth assessments of CVs, cover letters, and application forms to narrow down applicants for interviews
- Conducted in-depth consultations with clients to obtain an extensive understanding of the company, positions available, and ideal candidates
- Proactively maintain an effective resource database management system to close the manpower requirement in the minimum time
- Managed interview process on behalf of clients and candidates, maintaining appropriate confidentiality with both parties
- Negotiated contract details, maintaining confidentiality and impartiality throughout
- Balanced client and candidate needs to achieve outstanding satisfaction ratings.

November 2017 - September 2018

### **FUTURE RETAIL LTD. - SR. EXECUTIVE PEOPLE OFFICE, BANGALORE**

- Providing an enabling workplace by effective and timely resolution of employee grievances and ensuring compliance to policies and code of conduct by the employees
- Visiting stores across the region to interact with employees across levels to understand their concerns and ensure consistent implementation of HR policies and programs
- Driving the successful execution of training programmers by sensitizing employees and reporting managers to ensure their adequate participation
- Responsible for recruitment of various critical positions in Retail Stores using Job Portals, Social Groups and Referrals
- Responsible for smooth on board of all employees in Karnataka & Kerala
- Responsible for conducting campus recruitment processes in B-School and conducted recruitment for a new entry level at our Region
- On boarding, Induction process, and conducting training programs for newly joined employees
- Taking care of statutory compliances and resolved employee queries.

August 2015 - November 2017

### **PEOPLE SOURCE CONSULTING PVT LTD. - RECRUITMENT CONSULTANT, BANGALORE**

August 2009 - November 2010

### **APOLLO COMPUTER EDUCATION LTD. - BUSINESS DEVELOPMENT MANAGER, COIMBATORE**

May 2008 - July 2009

### **APOLLO COMPUTER EDUCATION LTD. - BRANCH MANAGER, OOTY**