

# M.Arulkumar

MBA| HR & Finance

+971 526559537

✉mmarulkumar2000@gmail.com



## OBJECTIVE

To get an opportunity where I can make the best of my potential and willingness to take on added responsibility for teamwork.

## WORK EXPERIENCE

**1 year and 5 months** of working experience in **THE Chennai HO Pvt. Ltd** as HR Assistant.

Company Name : **THE Chennai HO Pvt. Ltd**  
Designation : **HR Assistant.**  
Duration : **Since, 1st JULY 2023 TO 1st OCT 2024**  
Place : **THIRUPPUR.**

## ROLES & RESPONSIBILITIES

- End to end recruitment process (sourcing, screening, scheduling, selecting, monitoring, interviews)
- Induction, scrum meeting, motivation meeting.
- Maintaining employee data in HRI system
- Monitored and followed Employees daily attendance and grievance handling.
- Conducting employee training programs to improve productivity and performance.
- Payroll and Employees welfare handling
- Labour records maintaining(P,Q,R,S,T )
- ESI and PF claim, final settlement and merge process handling.
- Firing, terminating, exit interviews
- Conflict management
- Performance management(360 degree, factor comparison)
- Management vision projects assigning and completing
- Admin activities

## Education

**Master of Business Administration - 8.5CGPA** **2021– 2023**

Gandhigram rural university

**Bachelor of Business Administration– 7.6CGPA** **2018– 2021**

Annai vailankanni Arts and science college

**PASSPORT NO: C3355092**

**VISA STATUS: On visit visa**

**VISA EXPIRY DATE: Jan 23<sup>rd</sup> 2025**

**NATIONALITY: Indian**

**DATE OF BIRTH: 5-10- 2000**

**MARITAL STATUS: Single**

**LOCATION: Dubai-UAE**

**LANGUAGES KNOWN: English, Tamil**

## **SKILLS**

- Leadership qualities
- Problem solving skills
- Time management
- Business communication
- Negotiation

## **SOFTWARESKILLS**

- Microsoft(word,excel,powerpoint)
- TallyERP9.0
- Basic computer knowledge

## **CERTIFICATIONS**



- National seminar- ZERO WASTESOCIETY
- National seminar- E-waste awareness among women.

## **PROJECT EXPERIENCE**

- E-waste management practices among the selected entrepreneurs.