**SenthilkumarDurairaj**

**No.37, Muthusaistreet,**

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**M.Kudalur**

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**Tel: +91 9894173746**

**Senthil475@yahoo.com**

**Summary of Qualifications**

* I am dedicated 18 years to completing any and all tasks handed to me and consider myself to be as honest and hard working individual. and coordinating various tasks in various industries.
* Strong skills in accounting, personnel management, superior customer service, visual design, teamwork oriented, motivated, leadership skills, dependable, responsible, pride taken in work performance, capable of multi-tasking and attention to detail
* Excelled in recruiting, selection, talent management, employee on boarding, training, employee relations.
* Handling the payroll, compensation and benefits administration and Payroll Tax Reporting,Payroll Tax Returns,Budget Analysis
* Strong computer skills including proficiency in Microsoft Office Suite and various Windows operating systems
* Providing leadership, management, coaching, monitoring and direction to the employees to achieve targets.
* Planning and structuring of job advertisements on job portals.
* Experienced in managing complex and diverse distribution operations to include: shipping, receiving, inventory, stock maintenance, and packaging.
* Able to produce results efficiently and with given resources – in a timely manner.
* SkilledHr,mechanic,team lead,
* Licensed to operate for 6K to 10K forklifts
* Possess operator’s license for FMTV, HMMWV series M1074 & M1075 PLS series, M1117 , M915- 920 series, M978 – M984 A1-A4 HEMMET series and MRAP series vehicles

**Professional Experience**

**Research and Development(RnD) Trichy. June-2017—Til date**

**General Manager**

* Versatile professional with excellent organizational skills.
* Capable of managing multiple task simultaneously and meeting tight timelines.
* Hired, trained and supervised small team of administrative staff members.
* Top level communication, writing and research skills.
* Coordinated meetings, events and conference calls including the hiring of catering services and arrangement of meeting space.
* Set up travel arrangements, itineraries, airline reservations, shuttle service and hotel accommodations.
* Designed spreadsheets, slide shows, presentations, charts, graphs and other documentation as needed.
* Handled office cash receipts and petty cash drawer.
* Maintained and organized staff calendar / reminder system.
* Served as liaison between senior management, customers, colleagues and vendors to streamline flow of information.
* Prepared company literature, documentation, expense reports, presentations and any press release.

**VSMI-Banquet Hall-Trichy. May 2015-June 2017**

**General Manager**

* Coordinated wedding receptions and banquets..
* To supervise and co-ordinate daily operation of meeting/banquet set-ups and service.Attendance and participation of weekly Department Head meeting..
* Responsible for booking banquet events at competitive pricing.
* Responsible for scheduling, training, motivating and evaluating fifty team members including banquet captains, banquet servers and convention services housemen.
* Work closely with Sales, Catering and Culinary departments.
* Negotiated with clients to achieve maximum revenue and profit potential while exceeding guests.
* Managed and led Banquet and Catering events with additional responsibilities of maintaining Service & Quality standards across all service groups
* Trained and managed 100 personnel in banquet staff on daily operations and achieving excellence in service as well as improved their productivity.
* Raised Wedding Sales.
* Trained new employees by providing knowledge of specific standards and polices.
* Coordinated communication and managed team execution and standards between all teams to ensure successful events and high customer satisfaction.

**Oculus Technologies Pvt Ltd, Trichy. Dec 2012—May 2015**

**Human Resource Manager**

* Screening, Hiring & shortlisting of the candidates as per the requirement.
* Coordinating with various departments for the requirement.
* Documentation of the new joiners.
* Arranging the induction program for the new joiners.
* Managing the Payroll software.
* Maintaining the attendance of the employees.
* Calculating & processing the salaries of the employees.
* Evaluation of the performance of the employees.
* Processing the Appraisals of the employees annually.
* Conducting the Training programs for the employees as per the need.
* Conducting various HR activities to motivate employees.
* Maintaining a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.

**AC FIRST, (ISO Certified) Afghanistan, Oct 2009 – Dec 2012**

**Heavy Wheel Inspector**

* Inspect, troubleshoot and make repairs as necessary on heavy wheel vehicles
* Inspects equipment while it is being repaired as well as when all repairs have been completed to ensure proper maintenance procedures, policies and regulations are adhered to.
* Maintains inspection, testing and other maintenance records
* Conducts fuel leak test and aviation test on M977 and M978 vehicles.

**AC FIRST, (ISO Certified) Afghanistan, Feb 2009 to August 2009**

**HR and Payroll Specialist**

* Reviewing timesheets for accuracy in order to detect and reconcile payroll discrepancies
* Analyzing statistical reports, statements, and summaries related to pay and submits them to appropriate departments
* Coordinating distribution and collection of timesheets each pay period for 1081 employees for R/C South
* Assisting employees with issues and records adjustments to pay related to any error or retroactive increases
* Providing information to employees and managers on payroll matters
* Reviewing timesheets, wage computation and other information that helps detect and reconcile payroll discrepancies
* Performing day-to-day administrative tasks as maintaining information files and processing paper work such as expense report, tax return form, tax reporting.

**Loyal Textile Mills, (ISO Certified) Kovilpatti, India August 2005 to February 2009**

**Human Resources Administrative Junior Officer.**

* Created , maintained and reported daily attendance records for over 1000 employees
* Answered telephones
* Performed general duties such as filing, making photocopies and answering telephones.
* Processed salary sheets for employees using spreadsheet software.
* Heard, recorded and corrected employees’ pay discrepancies efficiently and expediently.
* Requisitioned, monitored and inventoried office supplies.
* Composed memos, emails, letters, reports, mailings, schedules and other documents.
* Sorted and distributed both internal and external official mail.
* Made transportation arrangements for office errands outside the office.
* Reviewed and updated blank forms and policies.

**Duraisamy Enterprises, Kovilpatti, India August 2000 to August 2005 as**

**Account Manager**

* Managed office accounting records to include payroll records, monthly balance sheet, accounts payable and accounts receivable.
* Maintained office petty cash.
* Administered online banking functions.
* Post and process journal entries to ensure all business transactions are recorded
* Update accounts receivable and issue invoices
* Update accounts payable and perform reconciliations
* Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines

**SSD Spinning Mills, (ISO Certified) Kovilpatti, India since June 1999 to August 2000**

**Payroll Specialist**

* Maintained employees’ timecards.
* Prepared salary sheets ensuring that correct amount of tax were withheld from cheques.
* Corrected pay discrepancies
* Monitored and recorded company expenses.
* Opened and delivered mail.
* Prepared records and reports.
* Filed various documents using various methods
* Performed other duties as assigned.

**Education**

* Master of Business Administration
* Currently pursuing a Diplomain Mechanical Engineering

**Technical skills**

* Operating System-Windows98, 2000, 2003 Server, Windows XP & Windows 7
* MS Office Word, Excel, Power Point and Outlook
* E-Mailing tools-MS Outlook, Windows Outlook, Yahoo and Google
* Hardware-Hands on Experience of Computer hardware and networking

**Holding Of Certificates**

* National Cadet Corps Issued by Government of India.
* National Social Services Issued by Government of India.
* Life Saver and CPR Certificate Issued by Usha Fire and Safety Equipment’s, Chennai
* ISO 9000 and 2000 participation.
* Sports certificate on several games, athletes and events.

**Personal Details**

Father’s Name : Mr.A.Durairaj.

Date of Birth : 17.05.1977

Nationality : Indian.

Languages Known : Engilsh,Tamil.and Hindi

Hobbies : play cricket, football.

License : Indian driving License with badge.

Permanent Address : 151E,Raja street, Subramaniyapuram,Trichy-20.

#### I declare that, the details furnished above are true to my utmost knowledge.

With Regards

Senthilkumar.D

25 may 2019