

Senior Associate

M. Sai Vignesh

21-E Natesan Gounder, Lay out,
Rathinapuri, Coimbatore,
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Indian.

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Career Objective

A dedicated HR professional with 9 years of experience in human resources personal administration, SME in database maintenance and in handling employee grievances, documents recording & classifying. Interacting with recruiters, managers on a daily basis, and bringing new hires on-board, well versed with the concepts database management, reference checking, joining / exit & clearance formalities, business letters, etc. Presently associated with Ford Motor Private Limited, Coimbatore as Senior Associate.

Education Details

Qualification	Institute/University	Year
M.B.A.	Bharathiar University, Coimbatore, TamilNadu.	May 2012
Bachelor Degree in Commerce (B.com)	Kongunadu College of Arts & Science Bharathiar University, Coimbatore, Tamil Nadu.	April 2009

Software Skills

Software Skills : HRIS applications PeopleSoft (Oracle), ADP, GAPS, IPROOF &Tally.9.1
Operating System : Windows Vista, Windows
Other Skills : MS Office, Out Look, Photoshop

Professional Experience

Dec 2014 – Till date

Current Employer : Ford Motor Company Pvt Ltd.
Position : (Senior Associate)

Handling Personal Administration for M/s. Ford Motor Pvt Ltd, and communication with all departments HR for in planning/implementation of business policies, procedures to ensure proper internal controls.

Job Responsibilities:

- Hiring new employees using the HRIS applications like PeopleSoft (Oracle) and generating employee ID.
- Manage the payroll for onboard employees, using the HRIS applications like Peoplesoft (Oracle), SAP (ADP) across India, updating the salary information in system.
- Coordinate with all departments HR for hiring, terminations, promotions, performance review and salary increases, updating it in ADP (SAP software) in monthly bases.
- Run payroll interface between PeopleSoft & ADP for onboard employees and reconcile the report. Getting management level approval for salary process.
- Coordinating with payroll department for salary payout.
- Planning, coordinating and executing head hunting process through campus recruitments; maintaining a comprehensive data bank (HRIS) of all employees with varied background.
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- Handling employee grievances and transmission of weekly business metrics to management.
- Maintained confidential records and personnel files. And make them ready for Audit.
- Preparation of metrics to the management on periodical basis.
- Populating of LMS (Leave Management Services) of all employees and annual holiday entitlements.

- Coordinating to all administration related activities and tasks.

Highlights:

- Led the execution of Alteryx project in the organization which helped the team to reduce time daily report.
- Received APA Award in the year 2016 and 2017.

Previous Employer

Aug 2012 to Oct 2014

Company : **M/s. Apex Plus Contracting W.L.L. (Bahrain)**
 Country : **Kingdom of Bahrain**
 Position : **Accounts & Purchase**

Job Responsibilities

- Responsibility for handling all financial matters and communicating with different contractors, suppliers and clients.
- Receive and sanction invoice and bills from vendor and payments through cheques and bank transfers
- Handled Accounts Payable & Accounts Receivable Process
- Preparation Invoice to debtors for remittance of bills and follow up.
- Preparation of payroll for all staffs & Labours.
- Preparation of financial reports to the management on periodical basis
- Performing administrative and other duties as assigned for the smooth functioning of the company
- Overall maintenance of all books of accounts of the company
- Reconciliation of bank statement
- Accounting of all day- to- day transactions.
- Fund Management
- Passing necessary Journal Entries and daily transactions and for closing books of account
- Preparation of all accounting records towards the closing of accounts on monthly and yearly basis and budgets
- Assisting Tamkeen auditors for conducting internal audit for company
- Reporting directly to the Manager, assist with vendor selection and bid evaluations
- Process all purchase orders for Engineering, Maintenance and Stores Departments
- Contact suppliers to resolve missed deliveries, short shipments and pricing discrepancies
- Provided support to the Procurement Manager, assisting in the preparation of RFQ's, RFP's and purchase orders
- Updating and management of procurement database for additions/deletions in supplier base

Previous Employer

June 2009 to May 2012

Company : **M/s. Cuboid Architects& Infrastructure (Coimbatore)**
 Position : **Accountant**

Job Responsibilities

- Assisting with Accounts Manager for preparing financial Statements like Trial Balance, Profit & Loss a/c, Balance Sheet.
- Reconciliation of bank statement.
- Accounting of all day- to- day transactions.
- Preparation of all accounting records towards the closing of accounts on monthly and yearly basis and budgets.
- Handling Service tax related matters on timely basis.
- Preparation of various returns such as TDS, and Service tax returns.

- Assisting with Accounts Manager & senior auditors for conducting internal audit.

Personal Data

Permanent Address	21-E Natesan Gounder, Lay out, Rathinapuri, Coimbatore, Tamil nadu - 641 027
Date of Birth	05/01/1988
Sex	Male
Nationality	Indian
Marital Status	Married
Passport Number	R7481807
Languages	English, Tamil, Telugu

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: 01.02.2021

yours faithfully,

Place: Coimbatore

(M.Sai Vignesh)