Deepu. R

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Visa status: Visit Visa

Summary

Dedicated Human Resources and administration professional bringing almost 13 years of expertise in recruitment, benefits, administration, and staff development. Talented in bridging gaps between labor forces and management to achieve objectives, driven and decisive with passion for building and retaining highly effective teams.

Highlights

- End to End Non IT Recruitment
- Administration
- HR Generalist
- HRMS and Attendance Management
- Benefits and Administration
- HR Management

Education

MBA Finance

B.Com

Diploma in Business Management

Certifications

Diploma in Corporate HR IR & Labour Laws

Diploma in Financial Accounting.

Diploma in Journalism & Visual Media.

Work Experience

1. **Senior Executive HR - 03/2011 to 15/11/2023 Paragon Group, Bengaluru**

- End to end Recruitment Non IT.
- Taking interviews, Selection process, Salary negotiation & fixing, offer issuing
- Onboarding process, Induction training
- Co-ordination across various centers
- Manpower Planning
- Grievance Handling
- Employee Engagement
- Policy formulation & Implementation.
- Payment bank uploading & disbursing
- Solving salary discrepancies raised by employees.
- To find and employ best qualified persons for each job.
- To retain the best and most promising of those hired.
- Statutory Compliances
- Evolving systems and processes for ensuring Statutory Compliances are in place as required by various Industrial and other Labour Laws.
- ESI and PF online return and payment
- Identification of Manpower requirement from various departmental heads.
- Job portal management.
- Utilize best practices in recruitment to attract maximum response to openings.
- Design and implement structured interview process for selection.
- Establish role clarity from day one for the new staff for maximum individual productivity.
- Process appointments, Transfer, Resignation & Promotion.
- Complete all formalities related to new joiners, Induction, Exit Formalities.
- Opening Salary Bank account

Digital Skills

- Proven ability to drive process improvements in Human Resources operations through digitization, automation and digital transformation strategies and technologies.
- Proficient in Microsoft Office (Excel, Word, PowerPoint) SAP HR and ERP System (SAP FI) Tally 9, Saral Paypack
- IT Support, Installation & trouble Shooting.

Extra Curricular Activities

Bharat Scout and Guide Troop Leader in Govt. Higher secondary School, Pooyappally

Languages

- English – Read, Write, Speak (Fluent)
- Hindi – Read, Write,Speak (Professional)
- Kannada – Speak (Fluent)
- Tamil – Speak (Fluent)
- Malayalam-Read, Write,Speak (Native)

Passport Details

Passport No. : R7130624
Date of Expiry : 19.12.2027

Personal Details

Nationality : Indian
Gender   : Male
Marital Status: Married

Previous Experience

Accountant - 02/2006 to 01/2011
Elshadai Engineering, Bengaluru

- Managed entire accounting cycle, including gathering information, preparing documents, finalizing reports and closing books.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Maintaining accounts Bills, Preparing Statement for VAT Return, Making Quotations and Purchase Orders, Making Stock Statement for Bank, Production Planning and Controlling, Guide Line for Workers, Good relation to staffs and workers, solving customers Complaints etc.

Apprenticeship Trainee – 07/2004 to 07/2005
State Bank of Travancore, Nallila, India

- Clerical works
- Banking transactions entry and posting
- Account Opening
- Single window and cash counter
- Dispatch and Filing
- Inwards & outwards entry
- Frond office & helpdesk

Hobbies & Interests

I'm passionate about staying up-to-date with the latest trends in HR and Legislation by actively following news updates and online resources.

• I'm interested in constantly improving my Excel skills, exploring new shortcuts, and mastering advanced techniques to optimize spreadsheet tasks.