



ARUNKUMAR RAMADASS

HR Manager

Experienced HR Manager with 12+ years of expertise in talent management, employee relations and strategic HR initiatives. Proven success in developing and implementing HR policies aligned with business goals. Skilled in fostering a positive work culture and leading high-performing teams.

Contact

- +91-9025009079 | 9750283330
- arunkumarramadass1@gmail.com
- www.linkedin.com/in/arunkumar-ramadass-7a3197243
- Karaikal, Pondicherry - India

Education

- Master of Business Administration**
Manonmaniam Sundaranar University
2008-2010 Tamilnadu - India
- Bachelor of Business Administration**
Alagappa University 2005 - 2008
Tamilnadu - India
- Diploma in Information Technology**
Karaikal Polytechnic College - Karaikal -
Pondicherry 2002 -2005

Skills

- Leadership
- Strategic thinking
- Communication
- Problem-solving
- Change management
- Employee relations
- Compliance knowledge
- Data-driven decision making
- Conflict resolution
- Adaptability

Language

Tamil	Native
English	Professional
Hindi	Professional
Malayalam	Intermediate

Experience

- HR Manager** Feb 2024 - Present
Leo Trading Pvt Ltd, Huluhmale - Maldives
 - Advise senior management on HR-related issues
 - Develop and update HR policies and procedures
 - Ensure effective internal communication channels
 - Manage relationships with external partners and recruitment agencies
 - Lead and manage organizational change initiatives Foster a positive organizational culture
 - Oversee employee health and wellness programs Conduct regular HR audits and assessments Implement and manage HR technology systems
 - Monitor and improve employee engagement and satisfaction Develop succession planning strategies ; Monitoring HRIS & MRIS Systems.
 - Mediate and resolve employee disputes and grievances Coordinate with other departments for integrated HR solutions
 - Ensure equal employment opportunities and handle discrimination complaints ; Prepare and present HR reports to senior management.
- HR Manager** 2017 - 2023
Cecil Foods Pvt Ltd - Chennai, India
 - Attract and hire skilled employees for various roles, including production and sales.
 - Organize training programs to enhance employee skills, focusing on food safety and quality control.
 - Foster a positive work environment, address employee concerns, and manage conflict resolution.
 - Ensure compliance with labor laws, food safety regulations, and workplace safety standards.
 - Implement performance evaluation systems to assess productivity and provide feedback. Design and manage competitive compensation packages and employee benefits.
 - Develop and enforce HR policies and procedures that align with company goals. Plan and manage workforce requirements to meet production demands and seasonal variations. Implement initiatives to boost employee morale and engagement, such as team-building activities. Maintain accurate HR records and use HR analytics to inform decision-making and improve processes.
- HR - Accounts Manager** 2013 - 2017
Pantech Solutions Pvt Ltd, Chennai - India
 - Manage financial records and prepare financial statements.
 - Oversee payroll processing and ensure timely salary disbursement.
 - Handle recruitment, selection, and onboarding of new employees.
 - Ensure compliance with labor laws and financial regulations.
 - Conduct performance evaluations and manage employee appraisals.
 - Develop and implement HR and financial policies.
 - Manage employee benefits and compensation packages.
 - Oversee training and development programs.
 - Address employee concerns and manage conflict resolution.
 - Use financial and HR analytics to inform decision-making and improve processes.
- HR Executive** 2013 - 2010
H & R Johnsons (india) Ltd - Karaikal - Pondicherry