Manoj Damodaran

Present Address: 3/21, Nagar Nigam Colony, Amer Road, Brahmpuri, Jaipur - 302002 India.
Mobile: 9446022258. Email: kmanojdmenon@gmail.com.

Permanent Address: H No: 28/1257, Kezhuppilly Madom, Kadavanthra, Ernakulam -682020, India.

EXECUTIVE SUMMARY

Over 10 yrs of comprehensive human resource experience along with statutory compliance experience which comprises of recruitment and hiring practices, retention approaches, employee engagement, statutory compliance, drafting and vetting contracts, contract labor and vendor management, Labor relations and negotiations. Deft in resolving IR issues in an amicable manner. Experienced in cash management and telecom infrastructure service industries.

EDUCATION

LLM from Janardan Rai Nagar Rajasthan Vidyapeeth, Udaipur, Rajasthan, in the year 2021 with **73.9%.**

LLB from University of Calicut, Kerala, in the year 2010 with **59%**.

MBA from Bharathiar University, Coimbatore, Tamil Nadu, in the year 2003 with **64%**.

DCT (Diploma in Computing Techniques) from Amrita Institute of Computer Technology, Kochi, Kerala, in the year 2001 with B Grade.

Bachelor of Science in Zoology from Mahatma Gandhi University, Kottayam, Kerala, in the year 2001 with **65%**.

CORE COMPETENCIES

Statutory Compliances.
Manpower Planning / Recruitment.
Training & Development.
Employee Relations and Engagement.
Industrial Relations.
Drafting and vetting contracts.
Performance Management.
Facility Management.

PROFESSIONAL EXPERIENCE

- **Writer Safe Guard Pvt Ltd, Kerala, India** **August 2012 – January 2019.**
  (Cash management division of Writer Corporation. www.writercorporation.com)

Senior Manager - Human Resource. **Since April 2018 to January 2019.**

Responsibilities:

- ✓ HR Generalist role which includes recruitment, training and development, employee engagement and statutory compliance.
- ✓ Manpower planning, prepare Manpower forecast & manpower budget as per AOP, and source approval from appropriate authority for hiring.
- ✓ Training & Development: Prepare and Schedule Calendar for Training & Development program conforms to AOP.

- ✓ MIS / Establishment matters: Maintain HRIS for the State, prepare / maintain Personal Files, records of employees. Coordinate with COHR for employee Probation, Confirmation, Transfers, Redeployment, Promotions, Re-designations, Exit interviews, Separations.

- ✓ Payroll: Administering Biometric, Online & manual attendance. To coordinate with COHR and provide attendance and Over Time allowance inputs for Kerala location. To check for salary issues, payroll related queries, Full & final settlements within TAT.

- ✓ Reward & recognition: Recognize and reward star performers, Employee of the Quarter, wedding gift etc.
- ✓ Employee Engagement: Organizing annual trips, annual sports, cultural feats, employee family get-together, staff recreation, Writer Day celebrations, birthday bash etc. Facilitating Quality circles at state level.

Assistant Manager - Human Resource. **Since April 2015 to March 2018**
Responsibilities:

- ✓ Employee Relations: Act as Single point Contact for HR support to monitor and prevent IR issues and run the HR help desk at state level. Conduct monthly Town-hall meets (HR Reach-out program) for grievance Redresses. Ensure closing employee grievances within TAT; send reports on local IR issues. Conduct disciplinary proceedings as and when necessary.

- ✓ Statutory & Legal: To coordinate with payroll /COHR, statutory consultants, appropriate authority and ensure all statutory compliance like Shops & Establishment, Minimum Wage, LWF, PF, ESI, labor department, Profession Tax etc.

- ✓ Liaising with govt. authorities and ensuring proper compliance with regulatory/ statutory requirements for Local Administration Clearance.

- ✓ Drafting and vetting contracts, agreements, lease agreement, conveyance, affidavits, MOUs related to Lease and various other legal documents.

- ✓ Compensation& Benefits: To conduct monthly Compensation surveys for salary / Wage fixation. Facilitate and administer Incentives, fringe benefits (Family health plan, Travel, Accommodation, Telephone, Meal vouchers, Leave travel etc.), Facilitate group medical schemes, insurance cover.

- ✓ Performance Management: Coordinate with functional heads, SM, RBH and COHR to facilitate Performance reviews. Facilitate skill assessment and provide KRA, Job descriptions.

Senior Officer - Human Resource. **Since August 2012 to March 2015**
Responsibilities:

- ✓ Recruitment & selection: To source- Database of candidates through Employee referral, Placement consultants, headhunting, web portals etc. Apply Selection tools-Screening CV's, conducting interviews, written tests, background verification & reference Checks and do the salary fixation etc.

- ✓ Facility Management: Facilitating meetings, conferences, training program, Conveyances etc.

ACCOMPLISHMENTS

- ✓ Promoted as Senior Manager – HR in a short span of 5 yrs & 7 months within the company.
- ✓ The performance was outstanding for the two consecutive years 2017 & 2018 and rated 5 & 5A respectively.
- ✓ Elevated as Assistant Manager – HR in a short span of 2 yrs 7 months within the company.
- ✓ Joined as Senior Officer – Human Resource and received the certificate of achievement for outstanding performance Award for the FY 2014-2015.

➢ **Teletel Infrastructures, Ernakulam, Kerala, India March 2009 – July 2012**
Sr. Executive – HR & Statutory Compliance.

- ✓ Managing complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower. Assisting in planning human resource requirements in consultation with different functional & operational areas and organizing selection interviews.

➢ **SANOFI – AVENTIS, March 2004 - February2006**
Scientific Service Officer at Ernakulam, Kerala, India

➢ **Alkem Pentacare (P) Ltd, July 2003 - February 2004**
Business Development Officer at Calicut, Kerala, India

PERSONAL DETAILS

Date of Birth	: 19th December, 1980.
Sex	: Male.
Nationality	: Indian.
Marital Status	: Married.
Languages Known	: English, Malayalam, Hindi and Tamil.

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Manoj Damodaran.