

P M SANALKUMAR

HUMAN RESOURCE PROFESSIONAL

+91 97051 60603 | sanalhr3535@gmail.com | Thrissur, Kerala |

CAREER SUMMARY

Proactive HR professional with 14+ Years' experience, possessing both strategic and tactical experience and understanding the importance to align human capital solutions to impact business objectives. Experienced in serving in a lead advisory capacity to senior management and employees to drive consistent integrated outcomes for the business.

EDUCATION AND CERTIFICATION

Master of Business Administration | Gandhi Institute of Technology & Management, HYD 2012 - 2015
Bachelor of Business Administration | University of Calicut, Kerala 2007 - 2010

TECHNICAL SKILLS

Payroll Management | Job Training | Digital Recruitment | Microsoft Office | Spreadsheets | WPS Office

WORK EXPERIENCE

HR Manager and Academic Co-Ordinator | Presidency Group of Institutions 2022- 2024

- Recruitment and training.
- Payroll and attendance Management
- HR Operations and Administration.
- Preparing Human resources for best Academic coordination

HR Manager | Mayonic Steels Private Limited, Hyderabad 2015- 2020

- Recruitment & Selection: Manpower Planning as a Green Field Project.
- Hiring based on Job description, Induction & Orientation of new recruits.
- Interfacing with Management and Heads of Depts. for implementing HR Policies & Procedures.
- Giving Inputs for betterment of Policy.

HR and Admin Officer | Roto-Mech Engineering Industries, Hyderabad 2012- 2015

- Training & Development: Handling Entire Training Activity Cycle.
- Motivation & Employee Welfare: Activities like Appreciation & felicitations for commendable work.
- Time office: Maintenance & Updating Employee Records. Salary Processing.

Junior Administrator | New Cambridge Grammar High School 2010- 2012

- Administrative Functions
- Security Functions, Safety, Vehicle Administration.
- Guest arrangement & general administrative works. Attendance and Book keeping

PERSONAL DETAILS

- Father's name : P U Mohanan
- Date of birth : 16th October 1989
- Languages known : English, Malayalam, Telugu, Hindi, Tamil
- Nationality : Indian.
- Marital status : Married

I hereby declare that the above information is true to the best of my knowledge and belief.

PADINJAROTE M SANALKUMAR