

Dhinakaran Selvaraj
Male, DOB: Sep 02, 1992

Indiranagar, Maravanmadam, Thoothukudi
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Objective

A self-motivated independent and hard-working person looking for a position in a well-known organization for mutual growth and profit.

Academic Qualifications

No.	Examination	Institute	Year of Passing	Percentage Secured	University / Board
1.	Master of Business Administration (MBA)	SVCET, Virudhunagar	2016	70%	Anna University
2.	B.Sc. Computer Science	VOC College, Thoothukudi	2013	72%	MS University
3.	Std. XII (H. S. C.)	Government Higher Secondary School, Pudur	2010	68%	Tamil Nadu State Board

Work Experience

- June'19 to May'21 with **TSG Hotels & Resort.**, Andaman & Nicobar Island as **HR Executive**
- June'21 to March'22 with **TSG Hotels & Resort.**, Andaman & Nicobar Island as **Assistant Manager Store**
- June'22 to March'23 with **Sathya Parks & Resorts.**, Thoothukudi as **Admin Assistant**
- April'23 to May'24 with **Samsiv CADD Intellects.**, Thoothukudi as **HR Manager**
- June'24 to Sep'25 with **Ramani Cars Volkswagen**, Tirunelveli as **Sr.HR Executive**

Key Result Areas

- Project Management
- Employee Attendance and Payroll Processing
- Making HR policies
- Managing employee appraisal,
- Prepared and updated employment records, including pension plans, compensation packages, benefits, disciplinary behavior, and disputes.
- EPF and ESI
- Factory License
- Form V
- Conducting town hall meetings
- Managing the recruitment and selection process

'Coming together is a beginning. Keeping together is progress. Working together is success' – Henry Ford.

- Conducting training and development programs
- Managing employee disciplinary and grievance issues
- Employee Welfare & Duty Roster
- Travel Desk
- Purchase Order Management
- Store Management
- ISO Audit

Certifications

- Have completed certification on Tally
- Have completed course on MS Office

Software Used

- Cheerze Connect
- EC Optimus
- SAP
- Tally
- ERP Ready Wire

Projects / Training

- **Study on Employee Welfare Measures**
Client: Hatsun Agro Product Ltd, Tirunelveli
Project Details: Observing and collecting information on employee welfare
Find out the expectation of workers regarding welfare facilities
Analyze satisfaction level of employees about welfare in the organization
Offer suggestions
- Attended “In Plant Training” in South Gate Logistics Pvt Ltd and observed all organizational process.

Area of Interest

- Human Resource Management
- Project Management
- Procurement & Store Management

Personal Skills

- Excellent team player
- Always willing to learn something new and contribute
- Highly dedicated and smart working.

Personal Vitae

- Name : Dhinakaran
- Father Name : Selvaraj
- Languages Known : English, Tamil, Hindi
- Permanent Address : 39, Kadalkudi Road,
Pudur - 628905,
Tuticorin (Dist), Tamil Nadu.

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

Place:

Date:

Yours Faithfully

Dhinakaran.S

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