

## **Rajkumar Radhakrishnan M.B.A, Ph.D**

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### **Career Objective:**

To be associated with a progressive organization in the industry which can provide me a dynamic work sphere to extract my inherent skills, to further the organization's objectives and enhance my career in the process.

### **Synopsis**

- Result oriented with over 13+ years of hands-on experience in entire gamut of Administration and Human resources Development.
- Demonstrated abilities in working on initiatives, thereby improving the overall performance of the department.
- An effective communicator having excellent Interpersonal Skills, management Skills and strong analytical, problem-solving Skills.
- Implemented and trained Departmental Employees in Adrenalin HRMS Package and also posses strong working knowledge in Oracle HRMS Package.
- Always open to innovation and challenges with action oriented multi-tasking abilities
- Currently Employed with DSM Soft (P) Ltd (One of the Market Leaders in GIS based solutions with more than 1300 employees) as HR Associate (Joined as Sr. HR Executive and Promoted to HR Associate).
- Reporting to Head –HR and Managing a Team of HR-Executive

### **Work Experience**

**Employer** : Annai Group of Institutions, Kovilacheri, Kumbakonam

**Designation** : Chief Administrative officer

**Duration** : Jan 2010 – Till date

- Spearheading the Administrative and HR operations for Annai Group of Institutions.
- Liaison with different departments and facilitating the requirements.
- Responsible for completely new hire process and organizing Induction and orientation for new hires.

- Conducting periodic reviews along with the Head of the Department.
- Organizing Job fairs and recruitment drives for campus placements.
- Liaisoning with banks for fund mobilization and various other activities related to banks.

**Employer : DSM Soft (P) Ltd**

**Designation : Hr. Associate – Human Resources**

**Duration : August 2004 – December 2009**

### **Key Result Areas**

- Spearheading the Recruitment function for the Development Center in Trichy.
- Responsible for meeting recruitment targets across different levels as per the SLA
- Liaison with different departments on the requirements (Work Force planning Analysis) and facilitating recruitment.
- Defining required qualification and skill sets specifying selection criteria.
- Preparing Job Description and Competency mapping for each Staff Position.
- Conducting HR Interviews and Salary Negotiations.
- Developing, maintaining and updating interview questionnaires.
- Ensuring verification of applicant's credentials
- Identify employees for recruitment panels
- Liaison with various Consultants for Competent Manpower and Developing New Sources of Recruitment
- Organizing and conducting walk-in interviews and campus interviews in major cities and towns.
- Responsible for complete new hire process and organizing Induction and orientation for new hires.
- Scheduling and taking orientation call to appraise the new hires with all company policies, procedures and programs.
- Ensuring quarterly review for New Recruits.
- Serve on HRMS Implementation Team (Working knowledge of HRMS Packages).
- Conducting periodic reviews on recruitment and selection activities along with the Head of the Department.
- Consolidating and submission of monthly and quarterly employee data reports for manpower planning
- Addressing Employee grievances through e-relations and resolve them through necessary coordination.
- Preparing and maintaining "Recruitment Scorecard" & "Separation Analysis".
- Organizing Project related Training for the new hires and manage smooth transition of the new hires in to production.
- Performing Exit interviews through appreciative Inquiry to stem attrition rate.

- Exposure and Implementation Knowledge on PCMM and Competency mapping

**Employer** : Laxvel Technology (P) Ltd  
**Designation** : Sr Executive - Human Resources  
**Duration** : June 2003 to July 2004

**Key Result Areas:**

- Prepared Recruitment Schedule for every quarter.
- Prepared HR fortnightly report.
- Handled Grievances of Employees.
- Conducted HR Interviews and salary negotiation.
- Appraisal System – responsible for design and implementation.
- Monitored and Evaluated performance of the employees through a Performance Management System.
- Implemented Human Resources Management System.
- Handled the various employee communication sessions
- Addressed Payroll related Issues and served as escalation point for all the salary related queries.
- Introduced and administered employee suggestion scheme and participation.
- Responsible for administration of Travel Reimbursements and claims
- Updated employee records in the relevant database as required

**Employer** : Ladder Systems (P) Ltd  
**Designation** : Executive – Admin & Recruitment  
**Duration** : Jan 1999 – May 2003

**Key Result Areas:**

- Taken care of day today Admin activities.
- Prepared recruitment Schedule on a weekly basis based on the quarterly plan.
- Identified suitable candidates through reference, advertisements and Job portals.
- Short listing of resumes.
- Scheduled Technical, HR Interviews.
- Organized and arranged Interviews as per the schedule.
- Followed up with the Prospective Candidates.
- Prepared weekly and monthly reports

- Liaison with various Consultants for Competent Manpower and Developing New Sources of Recruitment
- Generating weekly, monthly and quarterly employee data reports for manpower requirements.

**Employer : Life Insurance Corporation of India**

**Position : Development Officer**

**Duration : Feb 1997- Oct 1998**

### **Key Result Areas**

- Identified suitable candidates to be appointed as agents.
- Recruited team of agents and trained of agents.
- Attended joint calls to convert prospective customers into clients.
- Motivated and nurtured the agency force to meet targets.
- Ensured proper service was completed for the Policy holders on an as-needed basis.

### **Educational Qualification:**

#### **1) Doctorate in Management.**

Annamalai university

Chidambaram

#### **2) Master of Business Administration.**

Specialization: HR Management

Bharathidasan University

Trichy

#### **Project Profile (M.B.A):**

Title : Satisfaction survey on Fujitsu ICIM

Description : This survey gives a bird's eye view about the employees and their attitudes towards the customer and what the customer expects from the employee of ICIM.

#### **3) Bachelor of Science (Physics)**

Bharadhidasan University

Trichy

### **PATENTS FILED & PUBLISHED**

1. Title of Invention : "IAH-Waste Management: Intelligent Waste Management For Ayurveda Hospitals using IoT-Based"(Application Number: 202141001290)

[https://ipindia.gov.in/writereaddata/Portal/IPOJournal/1\\_4945\\_1/Part-1.pdf](https://ipindia.gov.in/writereaddata/Portal/IPOJournal/1_4945_1/Part-1.pdf)

2. Title of Invention : "Improvement of Business Intelligence Utilizing Data Digitalization and Data Analytics Techniques"(Application Number: 202141007184)

[https://ipindia.gov.in/writereaddata/Portal/IPOJournal/1\\_4955\\_1/Part-1.pdf](https://ipindia.gov.in/writereaddata/Portal/IPOJournal/1_4955_1/Part-1.pdf)

**Computer Proficiency:**

Mid-range : IBM AS/400  
Languages : C, C++  
Internet Technologies : JAVA 2, JSP  
RDBMS : Oracle 8  
OS : Windows NT, Windows 9X  
Others : MS-Office 2000

**Personal Profile:**

Sex : Male  
Father's Name : V. Radhakrishnan  
Date of Birth : 26.05.1972  
Nationality : Indian  
Passport number : G0406705  
Marital Status : Married  
Permanent Address : 923, Resident Bungalow Road,  
Thanjavur 613001  
Tamilnadu, India.

**DECLARATION**

I hereby declare that the above furnished details are genuine to my conscience.

Date:  
Place: Kumbakonam

Yours Truly