

DEVENDRA KUMAR PM

Executive - Human Resource

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Chennai

SUMMARY

A versatile and results-oriented HR professional with proven expertise in industrial relations, time office management, recruitment, employee engagement, and data-driven HR practices. Passionate about talent development and cultivating a positive organizational culture, I am committed to driving impactful change through inclusive workplace practices and strategic HR initiatives aligned with business objectives. Dedicated to continuous improvement, I focus on innovating and optimizing HR processes to support organizational growth and enhance employee well-being.

WORK EXPERIENCE

EXECUTIVE - HR

ULTRAMARINE & PIGMENTS LIMITED, Chennai

MAY 2024 - Present

HR Operations & Payroll

- Administered end-to-end payroll processing, ensuring accurate salary disbursement every month.
- Executed full & final settlements for left employees, including gratuity, leave encashment, and statutory clearances.
- Handled employee insurance management, including enrollment, claims support, and renewals.
- Maintained and updated records for attendance, leave, absenteeism, and late coming.
- Coordinated with contractors and contract workforce to ensure compliance with statutory norms (PF, ESI, minimum wages, and working conditions).
- Managed purchase requests and employee record archiving to support audits and compliance reporting.

Statutory Compliance & Employee Welfare

- Ensured compliance with labor laws, company policies, and statutory requirements.
- Addressed employee grievances, supported negotiations, and maintained positive industrial relations.
- Coordinated welfare committee activities to strengthen employee relations.
- Actively participated in safety committee meetings and supported occupational health and workplace safety initiatives.
- Organized master health check-up and eye camp across all three units, promoting preventive healthcare and employee wellness.

Recruitment, Onboarding & Exit

- Managed recruitment processes including job postings, resume screening, interview scheduling, and candidate assessments.
- Spoke at campus recruitment drives by liaising with placement officers and facilitating candidate evaluation.
- Conducted onboarding and induction sessions, ensuring smooth integration of new hires through document verification and ID generation.
- Carried out exit interviews to capture employee feedback and support continuous improvement in HR practices.

Employee Engagement & Recreation

- Organized employee engagement initiatives such as team-building activities, surveys, and celebration events.
- As a UPL Club Member, successfully organized a family trip for 145 families (320 participants) to Vagamon, fostering employee bonding, family engagement, and work-life balance.

Administration

- Coordinated travel arrangements for employees and guests.
- Managed housekeeping services to ensure a clean and safe workplace.
- Oversaw security operations to maintain a safe and compliant environment.
- Administered guest house and dormitory facilities, ensuring proper upkeep and employee convenience.

ADMIN

KVR ASSOCIATES, Dindigul

2021 - 2022

Worked in a family construction business, gaining hands-on experience in various aspects of the construction industry. Involved in project management, site supervision, client communication and coordinating with subcontractors and suppliers.

INTERNSHIP EXPERIENCE

HUMAN RESOURCE INTERN TUBE INVESTMENT OF INDIA LIMITED, Chennai	JAN - FEB 2024
• Statutory Compliance HR Operations Recruitment Onboarding	
HUMAN RESOURCE INTERN TVS SUPPLY CHAIN SOLUTION, Chennai	JULY - OCT 2023
• Sourcing Onboarding Training HR Operations	
HUMAN RESOURCE INTERN RADISSION BLU, Chennai	MAY - JUNE 2023
• Onboarding Interview Scheduling HR Management Employee Engagement Satisfaction Survey	

VOLUNTEER EXPERIENCE

COMMUNITY PARTICIPANT ASSISTANT TAMILNADU URBAN HABITAT DEVELOPMENT BOARD, Chennai	OCT - DEC 2022
• Awareness Program Outreach Activities Survey	
PROJECT INTERN BHUMI FOUNDATION, Chennai	FEB - APR 2023
• Program Management Recreational Activities	

EDUCATION

MASTER OF SOCIAL WORK - MSW[HR] University of Madras, Chennai	2022 - 2024
• Awareness Program Outreach Activities Survey	
BA CRIMINOLOGY AND POLICE ADMINISTRATION JHA Agarsen College, Chennai	2018 - 2021
• Program Management Recreational Activities	
HIGHER SECONDARY Kikani Vidhya Mandir, Coimbatore	2016 - 2018
SECONDARY Kikani Vidhya Mandir, Coimbatore	2016

CERTIFICATION & RESPONSIBILITES

NPTEL ONLINE CERTIFICATION Talent Acquisition and Management	JAN - APR 2024
PROGRAM COORDINATOR - RURAL CAMP University of Madras - MSW	2024
VOLUNTEER COORDINATOR - RALLY University of Madras - MSW	2022

KEY ACHIEVEMENTS

- Initiated LWF Claims for employees (Marriage, Fatal, and Education benefits), ensuring timely access to welfare schemes and strengthening employee trust in HR services.
- Successfully completed Campus Hiring for 2025, engaging with 200+ students across Tamil Nadu & Andhra Pradesh. Conducted a structured 3-round selection process (Written Test, Group Discussion, and Personal Interview) and hired 27 candidates as Graduate Engineer Trainees (GETs) and Management Trainees (MTs).
- Implemented biometric attendance system and created a digital compliance dashboard for around 650 contract labours across three plants, ensuring accurate attendance tracking, real-time monitoring, and statutory compliance.

PROFESSIONAL MEMBERSHIPS

Member of NHRD | Member of Vibrant HR | University HR Club | Volunteer - Share & Care