

DEVENDRA KUMAR PM

Executive - Human Resource

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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.
- Sphereheaded 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

JAN - FEB 2024

TUBE INVESTMENT OF INDIA LIMITED, Chennai

- Statutory Compliance | HR Operations | Recruitment | Onboarding

HUMAN RESOURCE INTERN

JULY - OCT 2023

TVS SUPPLY CHAIN SOLUTION, Chennai

- Sourcing | Onboarding | Training | HR Operations

HUMAN RESOURCE INTERN

MAY - JUNE 2023

RADISSION BLU, Chennai

- Onboarding | Interview Scheduling | HR Management | Employee Engagement | Satisfaction Survey

VOLUNTEER EXPERIENCE

COMMUNITY PARTICIPANT ASSISTANT

OCT - DEC 2022

TAMILNADU URBAN HABITAT DEVELOPMENT BOARD, Chennai

- Awareness Program | Outreach Activities | Survey

PROJECT INTERN

FEB - APR 2023

BHUMI FOUNDATION, Chennai

- Program Management | Recreational Activities

EDUCATION

MASTER OF SOCIAL WORK - MSW[HR]

University of Madras, Chennai

2022 - 2024

BA CRIMINOLOGY AND POLICE ADMINISTRATION

JHA Agarsen College, Chennai

2018 - 2021

HIGHER SECONDARY

Kikani Vidhya Mandir , Coimbatore

2016 - 2018

SECONDARY

Kikani Vidhya Mandir , Coimbatore

2016

CERTIFICATION & RESPONSIBILITIES

NPTEL ONLINE CERTIFICATION

JAN - APR 2024

Talent Acquisition and Management

PROGRAM COORDINATOR - RURAL CAMP

2024

University of Madras - MSW

VOLUNTEER COORDINATOR - RALLY

2022

University of Madras - MSW

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