

PREMKUMAR R

HR Executive

Email: premk29022000@gmail.com | Mobile: +91 9003756326 | Location: Chennai, Tamil Nadu | LinkedIn - [url](#)

PROFESSIONAL SUMMARY:

HR Executive with hands on experience in end-to-end HR operations, talent acquisition, payroll administration, statutory compliance, employee engagement, performance management, HR analytics, and HRIS. Experienced in supporting fast-paced healthcare and US-based organizations while driving recruitment, compliance, workforce planning, and employee lifecycle management. Skilled in Advanced Excel, Power BI, SQL, Tableau, and HR reporting.

HR SKILLS:

HR Operations, End-to-End HR Lifecycle Management, Talent Acquisition, Recruitment & Selection, Onboarding & Induction, HRIS (greytHR, Wallet HR, Keka), Payroll Management, Statutory Compliance (PF, ESI & LWF), Performance Management & Appraisal, Employee Engagement, Training & Development, HR Documentation, HR Analytics.

Recruitment Tools: Naukri Recruiter, LinkedIn- Recruiter, Monster.

Technical Skills: Advanced Microsoft Excel, SQL, Power BI, Tableau, Python, Zoho Suite.

PROFESSIONAL EXPERIENCE

HR Executive – AccordPro Private Limited, Chennai (March 2025 – Present)

- Managed end-to-end recruitment, including sourcing, screening, interview coordination, offer management, onboarding, and induction across multiple departments.
- Coordinated employee background verification(BGV), document collection, and joining formalities
- Handled the complete employee lifecycle, including employee onboarding, grievance handling, employee engagement, retention initiatives, and exit management.
- Managed monthly payroll processing and ensured statutory compliance with PF, ESI, Labour Welfare Fund (LWF), and Gratuity regulations.
- Coordinated performance management processes, including KPI tracking, 360-degree performance appraisals, employee progression, promotions, and career development.
- Planned and delivered learning & development initiatives, training programs, and induction sessions to enhance employee skills and performance.

- Prepared HR analytics and workforce reports to support data-driven decision-making and improve HR processes.
- Partnered with leadership and department heads on workforce planning, talent management, employee retention, and organizational development initiatives.
- Maintained HR documentation, HRIS records, and employee databases while ensuring compliance with company policies and labor laws.
- Supported HR operations for a US Healthcare Revenue Cycle Management (RCM) and Managerial Services Organization (MSO), ensuring efficient workforce management and operational excellence.

US Associate Recruiter – Protouch Healthcare Staffing, Siruseri (July 2024 – January 2025)

- Sourced, screened, and recruited healthcare professionals for US-based clients across contract and permanent positions.
- Managed the end-to-end recruitment lifecycle, including candidate sourcing, screening, interview coordination, offer management, and client coordination.
- Built and maintained a strong talent pipeline while ensuring an excellent candidate experience and client satisfaction.
- Supported employee onboarding by verifying documents and coordinating the joining process for new hires.
- Assisted with payroll activities, including timesheet management and coordination for accurate salary processing.
- Supported credentialing by verifying candidate documents and coordinating with relevant authorities to ensure compliance with client requirements.

Cardiac Technologist – Sri Narayani Hospital & Research Center, Vellore (June 2021 – August 2022)

- Performed non-invasive cardiac diagnostic procedures, including Electrocardiogram (ECG), Echocardiography (ECHO), Treadmill Stress Test (TMT), and Holter Monitoring, ensuring accurate data collection and patient care.
- Assisted cardiologists during diagnostic and interventional cardiac procedures in the Cath Lab, including Coronary Angiography (CAG), Percutaneous Coronary Intervention (PCI), Temporary Pacemaker (TPM), and Permanent Pacemaker (PPM) implantation.
- Prepared patients for cardiac procedures, monitored vital signs, and provided pre-procedure and post-procedure care to ensure patient safety and comfort.
- Operated and maintained cardiac diagnostic equipment while adhering to quality standards, infection control protocols, and radiation safety guidelines.

- Collaborated with cardiologists, nurses, and multidisciplinary teams to deliver quality patient care and ensure smooth clinical operations.
- Maintained accurate patient records, procedure documentation, and equipment logs in compliance with hospital policies and NABH quality standards.

EDUCATION:

Master of Business Administration (MBA) – (HR & Hospital Administration) –
Saveetha School of Management (Nov 2022 – Jan 2025) - CGPA: 8.460

B.Sc – Cardiac Technology – Vinayaka Mission Research Foundation (2021) – 76%

CERTIFICATIONS:

Advanced Data Analytics | NPTEL – Stress Management | NPTEL – Soft Skill Development |
NPTEL – Cognitive Ergonomics

PERSONAL DETAILS:

- **Date of Birth:** 29-02-2000
- **Gender:** Male
- **Marital Status:** Single
- **Nationality:** Indian
- **Address:** No.4 1st Cross Street Periyar Nagar Thorapadi Vellore, Tamil Nadu - 632002