

VISHNUKUMAR S.

DMS • DATA ANALYST • HR
TALENT ACQUISITION • ADMINISTRATION

vksvinuk@gmail.com

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PROFILE

11 years of experience in Human Resources, with expertise in Talent Acquisition, HR Administration and operational data analysis. Currently working in DMS with Metropolitan Transport Corporation (MTC) under the CITS-CBS JICA Project, using Tableau and Power BI for data analysis and dashboard development.

CORE COMPETENCIES

• DMS	• Data Analyst	• Power BI
• Tableau	• Dashboard Development	• Data Analysis
• Data Visualization	• HR Analytics	• Talent Acquisition
• Recruitment & Selection	• HR Administration	• Employee Relations
• Performance Management	• Compensation & Benefits	• Payroll Support
• Training & Development	• Employment Law	• Reporting & Analysis
• Communication & Negotiation	• Problem Solving	• Applicant Tracking Systems
• CRM Data Management	• Social Media Recruitment	

EDUCATION

- M.A. – Criminology and Criminal Justice, 2026
- MBA – HR Administration, Alagappa University, 2021
- B.A. – Criminology & Police Administration, Madras University, 2017
- B.E. – Automobile Engineering, Anna University, 2012

PROFESSIONAL EXPERIENCE

Metropolitan Transport Corporation (MTC), Chennai

Jan 2025 – Present

DMS – CITS-CBS JICA Project | Chennai

- Working in DMS for the CITS-CBS JICA Project.
- Working with Tableau and Power BI for data analysis and dashboard development.
- Preparing and presenting data-driven reports and visual dashboards to support operational monitoring and decision-making.
- Oversee bus operations and planning across 34 depots throughout Chennai.
- Plan and coordinate bus timing schedules for efficient and reliable bus operations.
- Collaborate with OHM Ashok Leyland for operational billing activities and related operational coordination.

Non Stop Courier and Cargo Pvt. Ltd.

June 2020 – Dec 2024

Sr. Manager – HR (Talent Acquisition & Administration) | Chennai

- Plan and conduct recruitment and selection processes, including interviews and screening calls.
- Lead sourcing for open positions, anticipate future staffing needs and support positive candidate experience.
- Manage employee onboarding, remuneration support, payroll inputs, induction and professional development.
- Prepare resignation acceptance and termination documentation in line with company policy and labour requirements.
- Develop and revise job descriptions, compensation programmes, salary surveys and salary-budget/evaluation processes.
- Develop, revise and recommend personnel policies, procedures and benefits administration practices.
- Use recruitment metrics and reports to identify areas for improvement; support India recruitment for logistics and cargo operations.
- Oversee recruitment efforts, including job advertising, while coordinating and supporting recruiting personnel.

Lokaa Developers Pvt. Ltd.

Dec 2016 – May 2020

Assistant Manager – HR (Talent Acquisition & Administration) | Chennai

- Supported day-to-day HR operations, staffing forecasts and talent acquisition strategies.
- Maintained employee records and prepared reports covering staffing, recruitment, training, grievances and performance evaluations.
- Coordinated HR projects, meetings, training programmes and surveys, including minutes and follow-up.
- Handled employee HR queries, complaints and grievance procedures and supported payroll data preparation.
- Coordinated candidate communication and interviews; monitored induction programmes and training effectiveness.
- Designed and implemented HR policies and systems focused on attracting, motivating and retaining talent.
- Controlled HR costs and built long-term relationships with applicants and potential candidates.
- Sourced candidates through online channels, social platforms and professional networks.

IFB Industries Pvt. Ltd.

Aug 2015 – Nov 2016

Sr. Executive – Talent Acquisition & CRM | Chennai

- Supported HR projects and monitored temporary employment service agencies for continuity and cost effectiveness.
- Built relationships with internal customers and external recruitment agencies and monitored labour-legislation changes.
- Conducted interviews for managerial and key positions and supported learning and development programmes.
- Designed learning initiatives including e-learning, career plans and workshops; coordinated vendors and consultants.
- Managed CRM data quality, documented user requirements and developed forms, workflows, queries and reports.
- Worked with Applicant Tracking Systems and maintained process documentation.

Cadbury India Ltd.

Feb 2014 – May 2015

Sr. Executive – Talent Acquisition (Management Trainee) | Chennai

- Planned, developed and implemented marketing communication campaigns.
- Prepared product/customer specifications and monitored campaign spend against budget.
- Produced campaign-spend summaries and supported competitor analysis and reporting.
- Gained exposure to personnel duties and company strategic planning.

RR Engineering Ltd.

May 2012 – Jan 2014

HR Executive – Recruiter | Chennai

- Monitored and reduced recruitment-process costs and developed social-media communication strategies for job profiles.
- Supported recruitment, selection, orientation and training of administrative staff.
- Coordinated HR projects including meetings, training and surveys and maintained related documentation.
- Handled employee requests concerning HR issues, rules and regulations.

ADDITIONAL INFORMATION

- Passport: Valid through 04 Dec 2032
- US Visa: B2 – Expiring in 2027
- Nationality: Indian
- Date of Birth: 27 Feb 1991

DECLARATION

I hereby declare that the information and particulars mentioned above are correct to the best of my knowledge.

VISHNUKUMAR S.