



## ABILASH M

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## PROFESSIONAL SUMMARY

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Results-driven Human Resources professional with experience in HR generalist functions, including recruitment, employee relations, performance management, training and development, and HR policy implementation. Skilled at supporting organizational goals through strategic HR initiatives and fostering a positive workplace culture. Proven ability to manage the entire employee lifecycle while ensuring compliance with labor laws and company policies. Recognized for strong interpersonal skills, a proactive approach, and a commitment to enhancing employee engagement and operational efficiency.

## PROFESSIONAL EXPERIENCE

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### Current Position:

Working as a Corporate HR Process Lead at Entrust Software Solutions in DLF, Chennai (**Jan 2021 – Present**)

### Key Responsibilities:

- Managed the **entire recruitment** process based on team needs, including sourcing, screening, coordinating interviews, and ensuring a smooth onboarding experience for selected candidates.
- Ensured accurate and timely processing of monthly **Payroll** in compliance with company policies and statutory regulations by coordinating with finance and HRMS teams to validate salary inputs, deductions, and ensured error-free disbursements.
- Managed the **Performance Management System (PMS)**, including performance appraisal cycles and Reward & Recognition (R&R) initiatives; played a key role in enhancing appraisal frameworks and employee engagement.
- Ensured **Compliance** with labor laws and HR policies, conducting regular audits and policy updates following regulatory requirements.
- Conducted employee pulse surveys, analyzed engagement data, and implemented actionable improvements.
- Administered **employee benefits** programs including medical insurance, leave policies, wellness initiatives & supported the annual compensation review process, benchmarking salary structures against market standards.
- Handled end-to-end compliance with **statutory requirements** under EPF, ESI, LWF, PT, Gratuity, and Income Tax & monitored changes in labor laws and implemented necessary updates in payroll and HR policies.

### Achievements:

- Received multiple accolades, including **“Rising Star,” “Employee of the Month,”** and Long-Term Service Award for consistent performance and dedication.
- Reduced hiring time by **20%** through optimized screening.
- Improved employee retention by implementing new R&R initiatives.
- Suggested a process named **LLP (Leadership Learning Process)**, which reduced the employee resignation ratio by 2.8% for every 3 months.

- Led the Boomerang recruitment initiative, achieving the highest contribution in rehiring former employees currently employed at other organizations in **2024**.

## EDUCATION

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- **MBA (Human Resource):** Anna University, Chennai – 600 025, **(2023)**.
- **B.Sc. (Computer Science):** Ramakrishna Mission Vivekananda College, Chennai – 600 004, **(2020)**.
- **Higher Secondary Certificate:** Anna Gem Science Park Mat. Hr. Sec. School, Chennai – 600 025, **(2017)**.
- **Secondary School Leaving Certificate:** Anna Gem Science Park Mat. Hr. Sec. School, Chennai – 600 025, **(2015)**.

## KEY SKILLS

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- Recruitment and Onboarding
- Employee Engagement
- Statutory Compliance
- Performance Management
- HR Policy and Compliance
- Grievance Handling
- Payroll
- Benefits and Compensation

## TECHNICAL SKILLS

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- ATS Tools
- AI For HR
- Cloud Computing (**Salesforce**)
- Microsoft Office (**Power BI, Excel, Advanced Excel, Visual Basic Applications (VBA), PowerPoint, Word**)
- RPA (**APP.YVI.ai**)

## CERTIFICATIONS

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### HRM Training:

Completed HRM Generalist Training, FITA Academy, Chennai (**May–June 2025**).

### Focus Areas

#### Recruitment (as per Indian Norms):

- **Sourcing and screening** good resumes from different sources, such as Naukri.com, Monster.com, Indeed.com, LinkedIn.com, Walk-Ins, the Company's database, etc.
- Identifying and approaching a suitable candidate for the right profile and explaining the job profile to the candidate.
- **Job Posting** on Various Portals like Indeed.com, LinkedIn.com, Naukri.com, etc. Mass Mailing, Job Posting & Scheduling Interviews (Telephonic/Face to Face), etc.
- **Conducting Interviews** of shortlisted candidates & coordinating with the technical team for the finalization.
- Handling **End-to-end Recruitment** from Start to End.

- **Recruitment (as per US Norms):**

- Comprehensive training on full-cycle US IT recruitment, including sourcing, screening, technical evaluation, and placement of IT professionals.
- Gained hands-on knowledge in working with US tax terms (W2, C2C, 1099), employment types, Boolean search techniques, and job portal sourcing (Dice, Monster, CareerBuilder, etc.).
- Familiar with time zones, visa classifications, compliance standards, and ATS (Applicant Tracking Systems) tools used in the US staffing industry.

**Payroll Management:**

- Assist in payroll preparation by providing relevant data (absences, bonuses, leaves, etc.)
- Calculating & Preparing Salaries
- Advance Salary Deduction & Salary Transferring in Accounts

**HR Operations:**

- Handle employee requests related to HR issues, rules, and regulations.
- Issuing warning letters for employees when required.
- Maintaining the employees' biometric attendance/creating a login ID for attendance and leave details.
- Assist with day-to-day operations of the HR functions & Duties.

**Training & Development:**

- Learning & Development (**L&D**) strategies and implementation
- Training needs analysis (**TNA**) and skill gap assessment
- Designing and delivering employee training programs
- Evaluation of training effectiveness (Kirkpatrick Model, ROI)
- Use of **LMS** platforms and digital learning tools
- Soft skills, leadership, and behavioral training modules
- Succession planning and career development frameworks