Rajesh Nair

HR MANAGER

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PERSONAL STATEMENT

HR manager with 11 years of experience leading HR for manufacturing and logistics businesses of up to 1,200 employees across 5 locations. Strong in HR policy, statutory compliance, industrial relations, performance management and HRMS implementation, with a track record of lowering attrition and passing labour audits without major observations.

WORK EXPERIENCE

HR Manager · *Malabar Coastal Logistics Pvt Ltd, Kochi* Mar 2021 – Present

- Lead a 6-member HR team supporting 1,200 employees across 3 warehouses and 2 regional offices in Kerala and Tamil Nadu.
- Led the Darwinbox rollout for attendance, leave, payroll inputs and performance reviews, going live in 14 weeks and replacing 9 Excel trackers.
- Reduced first-year attrition among warehouse associates from 46% to 29% through structured induction, buddy programme and revised shift allowances.
- Mapped wage structures, leave rules and standing orders against the four labour codes and presented the cost impact on gratuity and PF to the leadership team.

Assistant Manager, HR and IR · *Periyar Polymers Ltd, Aluva* Jun 2015 – Feb 2021

- Handled industrial relations for a 650-worker plant, including two wage settlements negotiated with the recognised union without loss of production days.
- Managed CLRA licences, Factories Act returns, PF, ESIC and Labour Welfare Fund compliance with zero penalties in 5 inspection cycles.
- Set up the plant Internal Committee under the POSH Act and ran awareness sessions for 900+ employees and contract workers.
- Introduced a quarterly skill-matrix review that cut overtime cost by 12% in the moulding section.

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EDUCATION

MSW in Human Resource Management · *Kerala Institute of Social Work, Kochi* 2012 – 2014
Grade: First Class

BA in Sociology · *Government Arts College, Thrissur* 2009 – 2012
Grade: 68%

SKILLS

Darwinbox | HR policy and SOPs | Labour law compliance | Industrial relations | Performance management | Compensation benchmarking | POSH Act implementation | Advanced Excel

CORE SKILLS

- Team leadership
- Union negotiation
- Change management
- Business partnering
- Grievance handling
- HR budgeting

CERTIFICATIONS

SHRM Certified Professional (SHRM-CP) · *SHRM* Nov 2022

LANGUAGES

English · Fluent | Malayalam · Native | Tamil · Conversational | Hindi · Professional