



# Navaneeth R

## Human Resources Manager

Dedicated and detail-oriented Human Resources Professional with 6 years experience in Human Resources and 3 years experience in F&B operations. Successfully assisted in setting - up Human Resource operations in established properties and a pre- opening specialist.

## Contact

### Phone

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### Email

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### Address

Coimbatore, Tamil Nadu

## Education

2015 - 2017

**Master of Bussiness Administartion**  
SNS Technology, Coimbatore

2009 - 2012

**Bachelor of Catering Science & Hotel Management**  
CMS College, Coimbatore

## Expertise

- Payroll Management
- Setting up HR Processes
- Process Re- engineering
- Associate Engagement
- People Management

## Language

English

Tamil

Hindi

Malayalam

Kanada

## Experience

### March 2023 - till date

Fairfield by Marriott Coimbatore

### Human Resources Manager

- Managing the Entire HR Operation with the team of 2 for a 24cr revenue Hotel.
- Implementing and revising company's compensation program.
- Creating and revising job descriptions with all the head of the departments.
- Conducting annual salary surveys: compare and analyze with the competing companies.
- Developing, analyzing, and updating the company's salary budgets.
- Taking care of the payroll cost budget.
- Maintaining and revising the company's handbook on policies and procedures.
- To develop comfortable work culture and oversee work safety action programs
- Identifying and recognizing the best associates every month.

### August 2021 - Feb 2023

Fairfield by Marriott Coimbatore

### Assistant Manager Human Resources - HOD

- Sole responsible for managing the entire HR Operation of the Hotel .
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Conducting and Overseeing exit interviews
- Participating in administrative staff meetings and maintaining department records and reports.
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures.
- Fulfill and manage the state and central statutory requirements.
- Closely work with all department heads to keep the payroll under control and the department manning.
- Identifying and recognizing the best associates every month
- Make sure the General Manager and Leadership team is always look after their team members.
- Handing all the associates related issues with proper documentation.
- Always make sure the all the associates facilities are well maintained.
- Taking care of the L&D across the hotel.

## Certifications

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- Marriott - Foundation of Leadership
- Marriott - Property Master Facilitator Certification.
- Marriott - Certified Departmental Trainer.

## Achievements & Awards

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- Awarded Best Manager of the Year for the year 2021-2022.
- Achieved 100% in the Associate Engagemnet Survey for the 2022.

○ **March 2019 to June 2020**  
Aloft Bengaluru Cessna Business Park

### **Human Resources Executive**

- Enhanced Human Resource Management Software in the way with less human interference to generate more accurate attendance and payroll system.
- Prepared, Managed and renewed man power supply contracts and service contracts.
- Assisted HRM to handle critical associate discrepancy cases and documented the same.
- Closed worked and managed with Human Resource consultant and Government officials.
- Controlled and managed statutory related documents and handled government inspections.

○ **December 2017 to March 2019**  
Marriott Executive Apartments Hyderabad - Pre-opening

### **Human Resources Associate**

○ **June 2017 to November 2017**  
Aloft Coimbatore Singanallur Coimbatore

### **Human Resources Assistant**

○ **May 2014 to April 2015**  
JW Marriott, Bengaluru  
**Food & Beverage Service Associate**

○ **July 2012 to May 2014**  
Hotel Sahara Star, Mumbai  
**Food & Beverage Service Associate**

## Reference

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References would be furnished upon request.

With Regards,  
Navaneeth R