

M PARTHIBAN

EMPLOYEE RELATIONS | GENERAL ADMINISTRATION | GOVT LIAISON | CSR PROFESSIONAL



Chennai, Tamil Nadu



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CORE COMPETENCIES

- Government Liaising
- Statutory Compliance
- General Administration
- Insurance Portfolio & Claims Processing
- Public Relations & External Communication
- CSR Project Coordination
- Vendor Development & Budgeting
- Area Office Management
- Crisis Management

EDUCATION

BACHELOR OF LAW

Karnataka State Law University
Completed 2016

B.E (ELECTRONICS AND INSTRUMENTATION)

Sathyabama University
Completed 2009

LANGUAGES

English – Professional
Tamil – Professional

PROFESSIONAL PROFILE

Results-driven and versatile professional with over 15 years of experience in General Administration, Public Relations, Govt Liaison and legal affairs. Demonstrated success in managing cross-functional relationships across corporate, government, and public sectors. Skilled in budgeting, CSR initiatives, insurance administration, and ensuring statutory compliance. Recognized for fostering strong partnerships with key government bodies and driving operational efficiency through strategic liaison and streamlined processes.

PROFESSIONAL EXPERIENCE

ASSISTANT GENERAL MANAGER

GENERAL ADMINISTRATION

MAY 2021 - PRESENT

Yamaha Motor India Pvt. Ltd.

- **Head of Factory Administration:** Currently leading factory administrative operations, ensuring seamless day-to-day management and alignment with corporate standards.
- **Corporate Administration:** Spearheading general administrative functions across the organization, including logistics, compliance, contracts, and vendor relations.
- **Leadership Visit Coordination:** Successfully managed logistics and on-ground coordination for visits by global leadership teams, ensuring all requirements and hospitality needs were met efficiently.
- **Crisis Management & Government Liaison:** Played a key role in resolving labour strikes by coordinating with senior government stakeholders including the Chief Minister's Office, Labour Department, and District Administration.
- **Strategic Contract Management:** Led the negotiation and finalization of corporate agreements with airlines, hotels, and taxi service providers, ensuring cost-effectiveness and service quality.
- **Insurance Portfolio Oversight:** Managing comprehensive insurance coverage for health, property, and marine assets; achieved an 80% cashless claim rate in group medical insurance and introduced a streamlined, paperless claims process.
- **Government & CSR Engagement:** Liaising with government authorities in Tamil Nadu and Uttar Pradesh for CSR initiatives and regulatory compliance in factory operations.
- **Expansion Initiatives:** Identified and finalized new regional office locations in Kolkata and Pune, supporting the company's geographic and operational expansion.
- **Vendor Management:** Overseeing vendor onboarding, performance evaluation, and continuous improvement; proactively identifying and engaging new vendors for optimized service delivery.
- **Regulatory Compliance:** Ensuring timely renewal of statutory documents including trade certificates with the Road Transport Authority; maintaining 100% compliance with administrative regulations.
- **Contract Oversight – HR & ER Divisions:** Managing contracts related to Human Resources and Employee Relations, ensuring service standards, confidentiality, and regulatory adherence.

Key Achievements:

- Successfully closed union unrest during 2023.
- Zero Production loss from ER issues (Canteen & Transport) in a unionized environment.
- Recognized as the best corporate entity by the Government of Tamil Nadu for CSR initiatives

HEAD – GENERAL AFFAIRS, PR & LEGAL**MAY 2014 – MAY 2021***Naveena Netrikkan*

- Collaborated with Editor-in-Chief and legal counsel on defamation issues and stakeholder grievances.
- Administered multi-state budgets for marketing, procurement, and dealer operations.
- Handled all external communication with media and publishing stakeholders.
- Managed distribution channels and addressed content-related conflict resolutions.
- Built strategic PR relationships with national and regional media and influencers.

Key Achievements:

- Closed multiple defamation cases successfully.
- Completed RNI registration in New Delhi.
- Negotiated government subsidies benefiting the publishing house.

GET – GENERAL AFFAIRS, PR & PROCUREMENT**JUNE 2008 – MARCH 2011***Sri Venkateswaraa Engineering*

- Managed end-to-end contract documentation (EOIs, RFPs).
- Reviewed raw material budgets and ensured alignment with project production plans.
- Maintained MIS for inventory and created annual procurement budgets.
- Developed and evaluated vendors and ensured timely part approvals with production/quality teams.
- Controlled local stocks and ensured periodic MRP error checks.