



ABISHEK K

HR AND ADMIN

Responsible in Administration with strong knowledge of Human Resources. Superior understanding of data entry, file management, customer service and maintaining confidentiality. Particularly skilled in organization and time management, able to develop innovative systems for maximizing efficiency.

EXPERIENCE

HR AND ADMINISTRATION

Mars Consultants

Apr 2022 - Aug 2023

- Updated and maintained employee records and benefits information.
- Prepared recruitment lists and job postings, scheduled applicants and checked references.
- Maintained and updated employee file with information including.
- Arrange employee salary clearance, ticketing, medical and ID renewal.
- Dealing with manpower supply companies and outsourcing employees.
- Providing detail information to new employees regarding company's policies and benefits.
- Creating monthly reports related to recruitment, headcount, terminations and Compensation.
- Researching, speaking to employees in person, and solving their issues.

INTERNSHIP

COMMERCIAL MANAGEMENT

MT DERM MEDICAL PRODUCTS PVT LTD.

Jan 2022 - Mar 2022

- Update stocks details, booking a new stocks.
- Maintain order details and purchase details.
- Tracking a Package.
- Order placed and order received.



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28,Kadambakudi, Thinaiyathur,
Thiruvadanai, Ramanathapuram.

EDUCATION

SECONDARY SCHOOL

government Higher secondary School

2016 - 2018

BACHELOR OF SCIENCE

Alagappa University

2018 - 2021

BUSINESS ADMINISTRATION

Alagappa University

2021 - 2022

LANGUAGE

Tamil
English

PROJECTS

Students and staffs details managing system our college - Jan 2020 - Apr 2021

- Managing the details about the current and old students and staff through VP.net with the help of cloud

Import and Export medical products in India - Oct 2021 - Mar 2022

- Note import and export performance Indian commodity board through Microsoft Office files.

SKILLS

- Collaboration
- Precision
- Active Learning
- Communications
- Presentation
- Teamwork

TECHNICAL SKILLS

- MS Office
- VB.net (Basics)
- HTML
- HR Management
- Windows
- Khali Linux (Basics)
- System troubleshooting

PERSONAL DETAILS

Father's Name : Kalimuthu.
Date of birth : 01 / 05 / 2001.
Age : 22.
Sex : Male.
Material status : Single.
Nationality : Indian.

ADDITIONAL QUALIFICATIONS

Cyber Security Professional Basic learning Offered by CSC. - Jul 2020.

AREA OF INTERESTS

- HR Management
- Administration
- Market Research and Analysis
- Business analytics
- IT with business analyst
- Data Analysis

STRENGTH

- Willingness to listen& Learn,
- Self-Motivated
- Honesty

HOPPIES

- Willingness to listen& Learn,
- Self-Motivated
- Honesty

DECLARATION

I hereby declare that the above mentioned is correct up to my knowledge and I bear the responsibility for my particulars.

YOURS SINCERELY
ABISHEK