
NANDINII SP

D/O SRINIVASAN,
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OBJECTIVE

As an aspirant to work in a challenging environment, enhancing opportunity to row day by day with responsible, innovative human resources professional and to grow with the organization

EDUCATION

Master of Human Resource Management from Bharathidasan University (MHRM)
Bachelor of Electronics and Communication Engineering from Global Institute of Engineering and technology (BE-ECE)

INDUSTRIAL EXPERIENCE

3+ years in the field of personnel management/HR/Administrative/Finance functions

TECHNICAL SKILLS

- MS Office
- Basic Tally
- G-sheet
- Rbits billing software
- Jira & Workspace software

CARRIER PROFILE

- Worked as Human Resource & Administator for Redback IT Solutions pvt ltd from November 1 2023 to February 5 2024
- Worked as Human Resource & Administrator for Sarvesh Cars/Trucks and Motors Private Limited & Akhilesh Motorcycle Private Limited from12 July 2021 to 24 october 2023

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- Worked for Wefixn Handyman Service as Human Resource Executive from 07 April 2020 to 31 May 2021
 - Worked for Newgen Knowledge Works as Team Lead 13 May 2016 to 30 Sep 2017

ROLES & RESPONSIBILITIES

Redback IT Solutions pvt ltd

HUMAN RESOURCE

- Daily Tracking attendance from Biometric software, manually as well
- Promoting for Recruitment & Business Proposals like Business fillings, Trademark, Franchise....
- Recruitment via Indeed, Facebook local pages
- Documentation
- Orientation
- KRA & Training
- Handling Employees Uniform / I'd card/Business card for Employees
- Arranging safety measures for labours & Employees in workplace
- Salary checking and preparation for on roll and trainees
- Responsible for maintaining original documents of employees (Entry/Exit)
- Maintaining Attrition data for all employees
- Issuing warning and termination letter
- Leave encashment workings for all employees
- Disciplinary proceedings-conducting domestic enquiry and submitting
- Attend employee's grievance & counseling for all employees
- Absenteeism counseling sessions for trainees

ADMINISTRATOR

- Preparing renewal for Software, Sim Card, BSNL, Broadcast Dish.,
- Receiving monthly bills, coordinates with corporate once for payments
- Handling stationary books of Sales & Service and maintaining stocks
- Time once management
- Fees follow ups from students and client as well
- Mailing /courier the Quotation & Invoices to clients
- Floor supervision
- Labours & Interns engagement
- Handling datas in Jira & Workspace Software

FINANCE

- Maintaining Bill book, Cash Receipt, Cheques
- Preparing Quotation & Invoices for clients including GST
- Maintaining records in Gsheet & rbitsbilling software
- Paying Stipend & salary to Interns & Employees & Labours
- Auditing data & submitting to CA team

Sarvesh Cars / Trucks pvt ltd

- Daily Tracking attendance from Biometric software for 18 branches
- Maintaining 412 Manpower work flow registers on daily basis
- Handling Employees Uniform / I'd card/Business card for all labors
- Arranging safety measures for labors in workplace
- Designing Posters for Branding as well as employment
- Preparing renewal for Software, Sim Card, BSNL, Broadcast Dish.,
- Receiving monthly bills, coordinates with corporate once for payments
- Handling stationary books of Sales & Service and maintaining stocks
- Arranging training and motivational sessions for back once stocks as well as labors
- Attend employee's grievance & counseling for all employees
- Absenteeism counseling sessions for trainees
- Monthly attendance closed and data send to corporate once
- Time once management
- Salary checking and preparation for on roll and trainees
- Generating Employee ID and Muster for each team
- Responsible for maintaining original documents of employees (Entry/Exit)
- Maintaining Attrition data for all employees
- Issuing warning and termination letter
- Leave encashment workings for all employees
- Disciplinary proceedings-conducting domestic enquiry and submitting
- Monitoring continuous work not more than 9 days as per act
- Monitoring over time not exceeding 50 hrs in a quarter as per factoriesact
- Agreement Renewals

PERSONAL PROFILE

Father Name : Srinivasan
Mother Name : Premaleela
Husband Name :Yuvaraj
Date of Birth : 14-03-1993
Gender : Female
Marital Status : Married
Languages : Tamil, English,Telugu

Date:

Sign: