

## **C.ARAVINTH**

**Experienced HR professional**

[aravinth4981@gmail.com](mailto:aravinth4981@gmail.com)

**Contact No : 9080004981**

### **CAREER OBJECTIVE**

An organized, dedicated and diplomatic Human Resources professional, with a proven ability to improve working environments and work experience that cut across payroll, operation management and staff engagement. Possess very good interpersonal skills, the ability to demonstrate discretion and integrity when dealing with confidential information.

### **ACADEMIC PROFILE**

COURSE	SCHOOL/COLLEGE	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
M.B.A	C.S.I INSTITUTE OF TECHNOLOGY, THOVALAI	ANNA UNIVERSITY	2022	75%
B.COM	GOVT ARTS & SCIENCE COLLEGE, KONAM	MS UNIVERSITY	2020	67%
H.S.C	CARMEL HIGH SCHOOL, NAGERCOIL	STATEBOARD	2017	91%
S.S.L.C	CARMEL HIGH SCHOOL, NAGERCOIL	STATEBOARD	2015	71%

### **PROFESSIONAL EXPERIENCE**

**Workings as a HR Trainee at Conserve Solutions from JAN 2023 – Till date**

### **ROLES & RESPONSIBILITIES**

- Handled day-to-day Hr activities and coordination with external and internal departments.
- Responsible for new joiner's induction.
- Offer processing to the candidates & follow up until onboarding.
- Collecting & maintaining employee database.
- Conducting inductions to the new joiners.
- Maintaining the attendance of all employees & leave management.
- Supporting the payroll calculations & issuing the pay slip to all employees.
- Preparing & submitting the probation forms for review & confirmation.
- Issuing ID card to the employees and vendor coordination.

- Coordinated the on-boarding process including managing the background check process for employees and contingent workers.
- Confirmation letter for the employees after the completion of the probation.
- Provide guidance to management staff on a daily basis, overseeing management performance of entire offices.
- Completed the processing of terminations of employees and contingent workers.
- Prepared data promptly and accurately for payroll purposes on a monthly basis.
- Maintained employee Oracle records which include: status updates, terminations and new hires.
- Assisting to the managers for conducting events and celebrations.
- Coordinating the exit formalities for the resigned employee & preparing the relieving and experience letter to the former employees.
- Generating Offer, Appointment, conformation, Experience, relieving and full & final documents.

#### **Employee-Engagement activities :**

- Coordinated for various events like National Festival Celebrations, Diwali & New Year Celebrations, Cultural activities & other welfare activities

#### **SKILLS**

- Quick Learner.
- Teamwork.
- Possess strong interpersonal
- Communication skills
- People management skills
- Positive attitude & adaptable.
- Onboarding Process
- Employee engagement

#### **PROJECT DETAILS**

**TITLE :** A Study On “ Employee Motivation at Hiranmayee Rubber Private Limited in Madurai”  
**DESCRIPTION :** In this project we used Employee Motivation is an integral part human resourcemanagement and it plays a crucial role in the long-term growth of an organization.

#### **COMPUTER PROFICIENCY**

- **Basic in Tally**
- **MS-Office like Excel, PowerPoint, Word**

### **CO-CURRICULAR ACTIVITIES**

- Cricket
- Football

### **PERSONAL DETAILS**

Father's Name	:	Cirumani.A
Date of Birth	:	07-05-2000
Gender	:	Male
Marital Status	:	Single
Languages Known	:	Tamil and English
Permanent Address	:	77/377 Narayana swami coil Street, Thattanvilai, Nagercoil, Kottar-629002.

### **DECLARATION**

I hereby declare that all the information provided above is true to the best of my knowledge.

Place : Nagercoil

Signature

Date :

C.Aravinth