

RESUME

Shobha Pushparaj

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Objective

Looking for a challenging position in the field of Human Resource Management in a reputed concern where I can expose my skills, ideas and experience while contributing to the benefits of my employer.

Educational Qualification

<u>COURSE</u>	<u>YEAR OF PASSING</u>
B.A., English Literature	2014-2017
B.ed., English optional	2017-2019

Personal Skills

- ✦ Socializing and ability to work with minimum supervisor.
- ✦ Takes Initiative and work with team spirit.
- ✦ Well organized in work and time criteria.

Computer Skill Set

OPERATING SYSTEM:

- ✦ Windows 2007

PACKAGE:

- ✦ MS-Office 2003 & 2007
- ✦ Payroll Packages (Smart Pay)
- ✦ ERP (Garments Software)

Professional Experience

❖ **Sreeja Hosieries Pvt Ltd**

(2019-Present)

Post: - Hr and Admin Executive

- ❖ Cash Maintenance
- ❖ Preparation of Monthly Wages and Salary Statement for Workers and Staff in Excel and also used a Payroll Package called SMART PAY.
- ❖ Preparing Monthly Statutory requirements. (Esi & P.F Challan).
- ❖ Preparing and Issuing swipe cards to the employees & Bio Matric System
- ❖ Provide executive level administrative support to the Human Resource Department.
- ❖ Preparing Annual Returns (Provident Fund), Online Challan preparation in Esi portal.
- ❖ Preparing Attendance Records for Monthly Statutory Requirements.
- ❖ Designing and preparing Identity Card for employees
- ❖ Liaison between all impacted departments to ensure proper communications and reporting practices.
- ❖ Floor Maintenance & supervising House Keeping Department
- ❖ Maintenance of Employee attendance records.
- ❖ Maintenance of Staff attendance registers.
- ❖ Handled Esi, P.F & Inspector of Factories Inspections.
- ❖ Maintaining timecard & Salary slips (worker & staffs)
- ❖ Maintaining Personal file of employees
- ❖ Issue Salary slips (worker & staffs)
- ❖ Hostel Management.
- ❖ Provisional Store management (Hostel)
- ❖ Maintaining Petty cash
- ❖ Canteen Management.
- ❖ Security Management
- ❖ Prepare Settlement (Staff & Workers)
- ❖ Compliance (COC)
- ❖ Inward & Outwards DC Entry

- ❖ Providing different types of training
- ❖ Maintaining committee record, Legal registers, Legal documents (Admin COC)
- ❖ Managing Buyer Audit (External)
- ❖ Preparing Auditing Documents (Internal & External Audits)
- ❖ ERP Entry (Garments Process DC Entry)
- ❖

SCM GARMENTS, TIRUPUR 2019

- ❖ Same as present

Personal Details

Name	:	Shobha Pushparaj
Father's Name	:	Mr. Pushparaj N
Date of Birth	:	01.02.1998
Marital Status	:	Un Married
Address	:	Nathampalaiyam, Sembianallur, Avinashi Tirupur 641654.
Contact Number	:	8220090371
E-Mail	:	Shobhapushparaj1998@gmail.com
Citizenship	:	Indian
Languages	:	Tamil, English, Hindi, Malaiyalam

Educational Qualification : B.A., B.ed, English Literature

Declaration

I hereby declare that the above mentioned information furnished is true to the best of my knowledge.

Place :

Date :

Shobha