



RESUME

ASWINI N

E-Mail ID: aswinisuganthi22@gmail.com

Mobile No: 8122196261

CARRER OBJECTIVE

Intend to build my career in a professionalized environment with committed & dedicated people, which will help me to explore myself fully and realize my potential willing to work in an administrative area in challenging, creative environment, for the development of the organization.

EDUCATIONAL QUALIFICATION

COURSE	NAME OF INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE OBTAINED
MBA HR	BHARATHIYAR UNIVERSITY	UNIVERSITY	Pursuing	
B.COM	RATHINAM COLLEGE OF ARTS & SCIENCE	BHARATHIYAR UNIVERSITY	2015 - 2018	74%
H.S.C	SRV MATRIC HIGHER SECONDARY SCHOOL	STATEBOARD	2015	73%
S.S.L.C	SRV MATRIC HIGHER SECONDARY SCHOOL	STATEBOARD	2013	68%

TECHNICAL SKILLS

- MS Office
- Payroll ERP Software
- Tally in EPR 9
- Internet Operation

CERTIFICATE COURSE

- Job Oriented Course (JOC)

TRAINING AND WORKSHOP

- 1 day Industrial Visit at Aroma Company Coimbatore.,

WORKING EXPERIENCE

Junior Executive – HR, Training& Placements in PSGR Krishnammal College for Women August 2018 to Nov 2021.

Business Development Executive – Sales & Marketing in Shyamala Corp (Project Discover Team of Vijay Television – Tamil West Region) Jan 2022 to Still

ROLES & RESPONSIBILITIES

- Payroll
- Joining and Exit formalities
- Preparing Interview report & Requirement
- Order of Appointment & Experience Certificate
- Conducting Orientation Programs
- Maintaining staff attendance (Biometric and Signing)
- Preparing Late attendance Report
- Issuance of Smart ID card for students & staffs
- Currently collecting the Covid-19 Vaccination details from staffs and their family members.
- Visiting and inviting more companies to hire students.
- Conducting more training Programs to the students and faculties
- Maintaining database and Proofs.

- Working with NIRF, NACC , All INDIAN RANKING etc., for collage Ranking Purpose
- Following up with Joining Formalities of students and Faculties
- Identifying New Client Cold calls, Direct Visit Etc
- Visiting Companies, Approaching them for an advertisement in our channel

EXTRACURRICULAR ACTIVITIES

- An Active Member of National Service Scheme (NSS) Program

ACHIEVEMENTS

- Received Proficiency during the year 2015-2018 in UG
- Presented a paper on Digitalization in Service Sector
- Participated in National Level HR Conclave 17 On Building HR for Business Growth

AREA OF INTEREST

Human Resource Management

Business Development (Marketing & Sales)

COMMUNICATION SKILL

- Tamil & English – Read, Write & Speak

PERSONAL INFORMATION

- Date of Birth : 22-03-1998
- Age : 23
- Gender : Female
- Father Name : NAGENDRAN C (LATE)
- Mother Name : SUGANTHI N
- Mother Occupation : Working Women
- Mother Tongue : Tamil
- Address : 11/22 Black Mariamman Kovil Street,
Kuniyamuthur,
Coimbatore – 641008.
- Marital Status : Single

- Nationality : Indian
- Hobbies : Listening to Music

DECLARATION

I here by acknowledge that all the information furnished above is true to the best of my knowledge.

DATE:

PLACE: Coimbatore

Yours Faithfully,

ASWINI N