

# GANAPATHY N

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Address: Trichy, Tamilnadu – 621 305.

## **PROFESSIONAL SUMMARY**

Responsible HR Assistant with strong knowledge of office administration and common human resources operations. In-depth understanding of customer service, data entry and file management. Highly skilled in reviewing policies and suggesting actionable improvements aligned with industry best practices. Well-qualified HR with proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision makers, customers, and team members to further company goals. Ready to leverage training and experience to take on new professional challengers. Responsive and engaging HR-Assistant skilled in supporting employees and managers with diverse HR needs. Expert with word processing, database, and benefit administration software. Focused on keeping systems updated and facilitating positive employee relations.

## **EXPERIENCE**

### **KTV HEALTH FOOD PVT LTD – HR Assistant & Time office**

Gummidipoondi 05/2023 – Current

- ✓ Filed paperwork, sorted, and delivered mail and maintained office organization.
- ✓ Screened resumes and conducted phone interviews for multiple positions according to the requirements.
- ✓ Conducted new hire orientation to verify completion of appropriate paperwork, recording information on human resource database.
- ✓ Verify timekeeping records and handle discrepancies with employees.
- ✓ Responded to employee questions and requests for information in a timely and knowledgeable fashion.
- ✓ Checked accrued hours against listed hours for leave time.
- ✓ Processed new hire paperwork and documents.
- ✓ Maintained employee privacy and protected payroll operations by keeping all information confidential.

### **SAC ENGINE COMPONENT PVT LTD**

Gummidipoondi – 1 year

Department: Quality – Final Inspection

## **EDUCATION**

- MBA – Human Resources Management (Madras University)
- B.B.A  
(Sri Meenakshi Vidiyal arts and science college) 2021

## **SKILLS**

- Adaptability
- Communication skill
- Problem solving skills.
- Quick learning
- Office Administration
- Maintaining Files
- Knowledge of software
- Administrative skills
- Labor Agreement

## **HOBBIES**

- ❖ Books Reading
- ❖ Travelling
- ❖ Playing

## **PERSONAL DETAILS**

NAME: GANAPATHY N

Gender: Male

DOB: 05-08-2001

Marital Status: Single

Date:

Place:

Sign: