

**A. CHARLES SAGAYA RAJ**

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**Professional Summary:**

Professional with over 10+ years of experience, Excellent communication and interpersonal skills. Accurately perform challenging task with precision and attention to detail.

**Professional Experience:**

**Integrass Technical Services Pvt Ltd, Sep 2016 – Aug 14 2023**

**Operations Manager**

- Processing Salary/ Hourly Payroll on a weekly, bi-weekly and monthly basis for 200+ employees,
- Creating invoices and sending to client, Creating Expense invoices in Quick Books,
- Handling Accounts receivables on Monthly and Weekly Basis,
- Maintained Revenue and Expense books for every Month,
- Entering payments details in Quick Books and SAP,
- Organizing Group Meeting with leaders and Team Members,
- Handling Accounts Payable for the Vendors,
- Interacting with Clients regarding Payment Escalations,
- Follow up with the employees regarding Timesheets and Payroll Escalations.

**Kyyba Inc, September 2012 – June 2015**

**Team Lead**

- Timesheet follow up with Employees via Phone and Email,
- Maintaining Hours report for all the employees,
- Issuing the offer letters and Hike letters to the employees,
- Creating Invoices in QuickBooks and maintaining the data,
- Trained new hires and effectively balance employee needs with company policy.

## **247 Head Hunting, Sep 2011 – July 2012**

### **Technical Recruiter**

- Sourcing the resumes in job portals according to the requirement,
- Calling the candidate for the availability,
- Submitting the resumes to client and following the candidate for joining,
- After confirmation negotiating with candidate for salary.

### **ACADEMIC QUALIFICATION:**

<b>DEGREE</b>	<b>INSTITUTION</b>	<b>UNIVERSITY/BOARD</b>	<b>YEAR OF PASSING</b>	<b>%</b>
MBA-HR	Bharathidasan University	Bharathidasan University	2015	70%
B.E-ECE	M.I.E.T Engineering College, Trichy.	Anna University	2010	64%
HSC	S.D.A. Matric Hr Sec School, Trichy.	Matriculation	2006	66%
SSLC	R.C Hr Sec School, Trichy.	State Board	2004	68%

### **SOFTWARE PROFICIENCY:**

Software : ADP, Trinet, QuickBooks, SAP  
Operating Systems : Windows98, 2000, XP, WINDOWS 10, VISTA.

### **COMPUTER SKILLS:**

- **Microsoft Excel, Power point, Outlook, Word.**

### **PERSONAL SKILLS:**

- ❖ Smart worker with Excellent verbal and written communication skills.
- ❖ Comprehensive problem-solving abilities.
- ❖ Ability to easily grasp and adapt to fast changing technological trends.
- ❖ Self confidence and ready to handle any challenging job.

**PERSONAL PROFILE:**

Father's Name : S.Anthuvan Raj  
Mother's Name : A. Regina Mary  
Nationality : Indian  
Date of Birth : 05.06.1989  
Hobbies : Making new friends, Browsing, listening music.  
Languages known : English and Tamil.

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and belief.

**Date:****Yours faithfully,****Place:****(Charles Sagaya Raj. A)**