

GOPI M

CONTACT

CAREER SUMMARY

To give the best with my full capability, firm determination & positive thinking and seeking a challenging career position where unique blend of my talents can be effectively utilized by a company offering long- term opportunities for professional growth in recognition of my prior experience & analytical skills, dedication and superior performance.

Phone

9543918223

Email

Gopi14215168@gmail.com

Address

No.1104/6, New Street
Devikapuram [Po] Chetpet [Tk]
Thiruvannamalai [DT]
Pin Code- 606 902

SKILLS

- ✓ Quick Learner.
- ✓ Adaptability & Flexibility
- ✓ Analytical skills
- ✓ Time management skills.
- ✓ People Handling.
- ✓ Strong presentation, communication, and interpersonal skills
- ✓ Multi-functional team experience

TRAINING

TOPIC: - SAFETY AND HEALTH IN FOUNDRIES

ATTEND DATE: - NOV 23 2019

TOPIC: - SAFETY AWARENESS TRAINING

CONDUCT DATE: NOV 28 2019

TOPIC: - FIRE SAFETY TRAINING

CONDUCT DATE: FEB 19 2020

TOPIC: - SAFETY AWARENESS TRAINING

CONDUCT DATE: APR 27 2022

EDUCATION

SSLC

Govt. Hr.Sec.School, Devikapuram.
Year of Passing - April 2011

HIGHER SECONDARY

Govt. Hr.Sec.School, Devikapuram.
Year of Passing - April 2013

DME (STATE BOARD)

Kumaran Polytechnic College.
Tiruvannamalai.
Year of passing - April 2016

EXPERIENCE

HR ASSISTANT

SURPRISE GROUP OF COMPANIES, Coimbatore

NOV 2019- MAR 2023

- ✓ Recruitments Coordination To HR Manager & Recruitments Calls, including developing job descriptions and job advertisements and screening & interviewing candidates, exit interviews and other formalities
- ✓ Provide current and prospective employees with information about HR policies, job duties, working conditions, wages and opportunities for promotion and employee benefits
- ✓ Monthly Payroll Process to be carried on for 150+ Employees for all the units
- ✓ Aadhar Check, Corrections & To Get New Aadhar Formalities
- ✓ The complete process of Account opening for new joining.
- ✓ Maintaining the record of attendance which is obtained from the biometric machine (Essl) for all employees/ workers
- ✓ Preparing the attendance report all employees based on biometric machine information and providing to management for their review and approval
- ✓ Handling leave records and attendance system with the HR manager.
- ✓ Weekly inspection of documents/records related to Leave, Salary, OT, Loan/Advance, Permission
- ✓ Taking care of Administration. Canteen, Transportation, Security
- ✓ Making sure that every employee is aware of safety procedures before they start work at the facility
- ✓ Working with the plant supervisors, and managers to bring in people who would be dedicated in helping us continue to manufacture
- ✓ Yearly Bonus Calculations
- ✓ Academic Project Undertaken
- ✓ Organization Development

STORE Executive

HARITA FEHRER LIMITED (TVS GROUP), Irungattukottai (Sriperumbudur)

JUL 2016 – OCT 2019

- ✓ Maintaining the proper record of material (Inward & Outward) monitoring.
- ✓ Controlling all moment through SAP
- ✓ TIAFT 16949 audit Documentation preparing of store
- ✓ Monthly stock statement preparing
- ✓ Goods receipt note (GRN).
- ✓ Managing the inventory of the stores