

## CURRICULUM VITAE

### KISHORE G

E-mail:Kishoregovin630@gmail.com

Phone : +91 6374694407.

---

---

#### CAREER OBJECTIVE :

**To get an opportunity where I can make the best of my potential and contribute to the organization's growth.** Seeking a position in a company where I can launch my career and build a valuable skill set.

#### PROFESSIONAL SUMMARY :

- ✚ To be a successful administrator, you should be committed to facilitating smooth, efficient office operations by planning carefully, anticipating needs, and providing responsive, reliable assistance. You should be adaptable, proactive, supportive, and detail-oriented.
- ✚ Conducted detailed analysis of HR processes and identified areas for improvement  
Provided training and support to end-users, resulting in successful adoption of new system.

#### PROFESSIONAL EXPERIENCE :



**Mahalakshmi plaza (KOLORS, GREENS)**

**Vellore, 2023 (5 months)**

**Designation : Human Resources.**

##### ✚ **Recruit candidates:**

- HR needs to understand the organization's needs and make sure those needs are met when recruiting for new positions. It's not as simple as just throwing an ad up on Indeed: you'll need to analyse the market, consult stakeholders, and manage budgets.

##### ✚ **Hire the right employees**

- Human resources is in charge of arranging interviews, coordinating hiring efforts, and onboarding new employees. They're also in charge of making sure all paperwork involved with hiring someone is filled out and making sure that everything from the first day to each subsequent day is navigated successfully.

##### ✚ **Process payroll**

- Payroll is its own beast. Every payday must have taxes calculated and hours collected. Expenses need to be reimbursed and raises and bonuses need to be added in as well. If

you think it's a chore doing taxes just once a year, imagine what it must be like to be in HR and make sure they're properly deducted every pay period.

### ‡ **Conduct disciplinary actions**

- This responsibility may be why HR tends to get a bad rap. When navigated inappropriately, disciplinary actions can lead to the loss of a valuable employee and can even result in litigation or a poor reputation. But when handled appropriately, disciplinary action can result in the success of an employee.

### ‡ **Update policies**

- Policies need to be updated (or at least examined) every year as the organization changes. It's HR's job to make official updates to policies and to suggest changes to policies when they no longer serve the company or the employees.

### ‡ **Maintain employee records**

- Maintaining HR records is mandated by law. These records help employers identify skill gaps to help with the hiring process and to analyze demographic data and comply with regulations. They also contain personal details and emergency contacts for each employee.

### ‡ **Conduct benefit analysis**

- Staying competitive is of prime importance when trying to attract the best talent. A promising recruit may choose a different company with lesser pay if the benefits are more attractive. HR should routinely investigate similar companies to see if their benefits are competitive.

- Administrative responsibilities

### **EDUCATIONAL QUALIFICATION :**

- **(MBA)** Master of Business Administration (Human Resource Management & Marketing) from Priyadarshini Engineering College, during (2023) with 75%.
- **(B.B.A)** Bachelor of Business Administration from K.M.G College Of Arts And Science, Gudiyattam Vellore during (2021) with 78%.
- **(HSC)** National Hr. Sec. School Gudiyattam Vellore during (2018) with 69%.
- **(SSLC)** Thiruvalluvar Hr. Sec. School Gudiyattam Vellore during (2016) with 68%.

### **SKILLS SUMMARY:**

- Operating System : MS Office ,Computer basic ,Good typing.
- Personnel Recruitment and Retention
- Employee Relations Management

- Wellness Program Development
- HR Records and Database Management, Empathy and Sensitivity
- Conflict Resolution, Excellent Communication Skills, Analytical Thinking.

### **FINAL PROJECT:**

- A study on <EMPLOYEE SATISFACTION AND ORGANIZATIONAL COMMITMENT= with reference to excellent soles in ambur.

### **PERSONAL PROFILE :**

- Father's Name : Govindasamy .M.
- Date of Birth : Mar 04, 2001.
- Marital Status : Single.
- Gender : Male.
- Nationality : Indian.
- Language Known : English & Tamil & Telugu.
- Permanent Address : NO,63/2 Ramalinga Puram (Vill),  
Moorasapalli (Post),  
Pin Code – 635810,  
Pernambut (Taluk)  
Vellore (District), Tamilnadu  
State, India.

### **DECLARATION :**

I'm **Kishore G** here by declare that the information furnished above is true to the best of my knowledge and belief.

**DATE :**

**PLACE :**

Signature