

Jesindha Priyadharshini

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TO WORK IN COMPETITIVE AND CHALLENGING ENVIRONMENT AND TO CONTRIBUTE IN THE DEVELOPMENT OF A PROGRESSIVE COMPANY TO UTILIZE MY INTERPERSONAL AND CUSTOMER SERVICE SKILLS TO PURSUE A CHALLENGING AND REWARDING CAREER. SKILLS & ABILITIES.

Work Experience

HR CUM ADMIN

Hari Waylines Pvt

2022 to 2023

Imt, Coimbatore

- Responsible for the successful management of employee data from pre-hire to post-termination.
- Include supporting and planning the day to day operations of payroll and benefits, administration of the hiring process, records administration, interacting with accounting for HR invoice payments, intranet maintenance, maintaining vendor relationship for critical functions.
- Maintain website as needed, including posting open jobs.
- To assist general manager task such as preparing monthly wages entry records and documentation.
- Project handling and co-ordination.

APPRAISAL ANALYST ADMIN

Park intelli solutions Pvt.Ltd

2022 to 2022

Coimbatore.

- Process of preparing the orders for real estate appraisal report that includes client update, appointment schedule and reschedule, inspection and updating the client message.
- Conforming the date and delivery it to the client at the right time.

HR CUM ADMIN

Cauvery College

2020 to 2022

Women.

Srilandstar Property Developers Pvt Ltd - Commerce, CA

2015 to 2018

Coimbatore.

Bachelor of • Handling recruitment and selection activities including

commerce (CA). arrangement for interviews.

(2015 - 2018) • Assist in training and development activities

- Keeping, maintaining and updating of personal file/records of employees, handling attendance and leave management, job descriptions, increment and renewal of employment contract.
- Client follow-up and team co-ordination.

Skills / IT Skills

- TECHNICAL PROJECT
- Tally
- Typewriting
- Programming C Project Name: Organization Culture
- MS-Office(Excel, Company Name: Cethar Vessels Limited Word & Outlook) Duration Individual: 6 Months
- Outlook ACCOUNTING SOFTWARES
- Focus
- Oracle
- Trade shift
- Q2r
- SUT
- Total
- Anow
- Slack DECLARATION I do hereby declare that all given information above is true to the best of my knowledge and belief.
- Human Resources
- Benefits Administration