\*\*\*\*\*\*\*\*\*\*\* Dharanyaa Janarthan\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- |
| Candidate Current Location | Bangalore |
| Availability to Interview | Any Week Days |
| Date Available to Start | 15 Days |
| If previous Intel experience, please provide: |  |
| - Previous WWID if known |  |
| - Previous sponsor names if known |  |
| - Dates employed |  |
| - Engagement type (CW or FTE) |  |
| - Name used when employed at Intel |  |
| Please explain why you feel this candidate is best fit for this position / provide any additional comments | She has good experience in handling all admin activities whatever mentioned in the JD |

**Dharanyaa Janarthan**

7829551869

[dharanj91@gmail.com](mailto:dharanj91@gmail.com)

BLJ Ladies Hostel,

BTM Layout,

Bangalore – 560068

**CAREER OBJECTIVE**

A suitable position in your esteemed organization, commensurate with my qualification, knowledge &

experience, to get an opportunity to serve your organization through continued development of Professional Skills, Knowledge, Training and Experience.

**PROFESSIONAL EXPERIENCE**

2.8 years of experience in the field of HR and admin.

Good communication and interpersonal skills.

Well versed with people Soft.

**KEY SKILLS**

A Highly qualified professional having experience in handling mid-management administrative assignments.

Responsible for tracking expenditures and reconciling accounts.

Plan and manage office space arrangements.

Managing records and office data.

Excellent ability of enhance the operational efficiency and maximize the operating funds.

Coordinate between purchase team personnel and vendors.

Maintain all payroll systems and manage records and files.

Recruitment, Interview co-ordination, Final round of HR Discussions, Salary negotiations, Selection follow up’s,

Rolling out the offer letters, back ground checks and joining formalities.

Establishing a proper organizational structure.

Exit formalities such as Resignations, Exit interview, relieving, terminations and final settlement.

Maintaining good internal communication within the company.

Recruitment, Bonus Payment, Maintenance of Leave Records, Staff Salary Checking.

Taking care of total office administration

**EMPLOYERS**

Currently working as HR ADMIN executive for “TECLEVER SOLUTIONS PVT LTD” since Sep-2011.

**EDUCATION**

Pursuing MBA in Sikkim Manipal University (DE)

B.Sc., Computer Science

G V N College, Kovilpatti affiliated to Manonmaniam Sundaranar University

Marks Scored: 90.41

College topper in 3 years. Secured university 5th rank.

**PERSONALITY TRAITS**

Good qualitative aptitude along with excellent grasping power and eagerness to learn.

Excellent communication skills.

Self directed and goal-oriented.

Excellent in working with multi-disciplinary team.

Team member and motivator as well.

Positive Attitude and Enthusiasm.

**SOFTWARE KNOWLEDGE**

HTML, C, C++, Java, VB, MS Office

LANGUAGES - English, Tamil – Speak, Read and Write, Hindi – Read and Write.

**PERSONAL DETAILS**

Date of Birth 14.01.1991

Gender Female

Father’s Name R Janarthanan

Mother’s Name J Sundari

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

(J DHARANYAA)