

Ashok. S

Hr Executive

Cuddalore, Tamil Nadu

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8973656145

To secure a challenging position in a progressive organization, where my skills can be enhanced and to contribute to the organization success.

Willing to relocate: Anywhere

Work Experience

HR-Executive

Achariya Educational Group - Puducherry, Puducherry

July 2018 to Present

Software: Matrix, Saral

> Rolls & Responsibility: Recruitment Process, New employee Screening, Bank Account opening, ID Card Union form, Daily Attendance, updation in Biometric, Salary Process in Saral, EPF, ESIC Filing, Full and final process, Labour Act,

> 1 year Experience: HR (Admin) VB SRS Cars Pvt Ltd, Cuddalore

> Rolls & Responsibility: Recruitment Process, New employee Screening, Bank Account opening, ID Card Union form, Daily Attendance, updation in Biometric, Salary Process in Tally, EPF, ESIC Filing, Full and final process, Labour Work, Factory Act work,

> 2 year Experience: Admin & accounts in TAMIMI RENTALS TRADING CONTRACTING & INDUSTRY CO. in Saudi Arabia

> Rolls & Responsibility: Tally ERP 9. cash handling, PO preparation, Payroll updation in tally, BRS preparation, Invoice preparation, employees accommodation, daily attendance, monthly salary preparation.

> 3 year Experience: Hr Executive in CREW PVT LTD. MP (SGTPS site)

> Rolls & Responsibility: Screening employee, Recruiting, Daily attendance updation, payroll process in tally, EPF, ESI, filing, employee claim, Full & final settlement, Bonus preparation, Admin activities

ACADEMIC PROJECT

Topic: A study on Working Capital Management NLC, LTD.

TOPIC: A STUDY ON EMPLOYEE WELFARE MEASURE IN NLC LTD

Education

M.B.A in finance & Marketing

Bharathidasan university

2011

BBA

Jawahar Arts & Science College - Neyveli, Tamil Nadu
2009

Intermediate Education

NLC Boy'sHr Sec School - Neyveli, Tamil Nadu
2006

S.S L.C in Education

NLC Boy'sHr Sec School - Neyveli, Tamil Nadu
2004

Skills / IT Skills

- Hard work in nature.
- Ability to cope up with any kind of environment.
- Tally, bio matrix, Saral software