

## **RESUME**

NAME : V. MARISELVAM  
ADDRESS : A:35, NEW HOUSING BOARD,  
RESERVE LINE,  
SIVAKASI-WEST.  
*e-mail* : [rlmselvam7@gmail.com](mailto:rlmselvam7@gmail.com)  
*githubid* : Mariselvam07  
MOBILE : 9585760598, 9751044416

### **CAREER OBJECTIVE**

To work in a creative and challenging environment where I could constantly learn and successfully deliver solution to problems.

### **EDUCATIONAL QUALIFICATION**

ACADEMIC QUALIFICATION	NAME OF THE INSTITUTION	YEAR OF PASSING	MARKS (IN%)
Master of Commerce (M.Com.)	Alagappa University (Correspondence)	2018-2020	79%
Bachelor of Commerce (B.Com.)	Alagappa University (Correspondence)	2015-2017	50%
Diploma in Modern Office Practice. (MOP)	Arasan Ganesan Polytechnic College, Sivakasi.	2010-2013	85%
SSLC	Good Shepherd Matriculation School, Sivakasi. (2004 – 2010)	March 2010	76%

### **COMPUTER SKILLS**

- HTML
- CSS
- JAVASCRIPT - (learning)
- JAVA – (basics)

- GITHUB – ( <https://github.com/MARISELVAM07> )
- VISUAL STUDIO CODE
- WINDOWS POWERSHELL
- MS-OFFICE
- Type Writing Senior Grade in (English and Tamil)
- Tally
- SAP

### **WORKING EXPERIENCE ( 6 Years)**

- ❖ 2 Year Experience in ITC Ltd., Printing and Packaging Division, CHENNAI in HR (Human Resource) Department and Bill's Payable section (Accounts Department).
- ❖ 2 Year Experience in TVS MOTOR COMPANY Ltd. Manufacturing Division, HOSUR in ERM ( Employee Resource Management ) Department.
- ❖ 1 Year Experience in LOVELY OFFSET PRINTERS PVT. LTD., SIVAKASI as Documentary Executive and Export Accounts incharge ( Export Department)
- ❖ 1 Year Experience in VASANTHA CARTONS, SIVAKASI as Accounts and HR related activities.

### **Working Responsibility in HR & ERM Department**

- End to end Sourcing of Employees which includes organizing interviews, written & medical test.
- Planning and On boarding of Employees.
- Handling Apprentice process. i.e. Trade, Technician & Graduate Apprentice.
- Administration of Personal Records in SAP.
- Leaving process for Employees.
- End to end administrative process such as preparation of various office orders like Appointment Orders, Extension & Relieving / Training Completion Order.
- Assisting in Employee Relations activities i.e. counselling, attendance monitoring etc.
- Assisting in Employee welfare activities i.e. Uniform, Shoes, Food etc.
- Assisting in Contract Labour Management related activities like maintenance of attendance records of CL through Biometry System, Checking of Bills etc.
- Handling 5S related activities .
- Conducting Morning Prayer Meeting, Production Meeting, Monthly Review Meeting.

### ❖ **Working Responsibility in Accounts Department**

- Maintaining bills from vendors and coordinating for their payments by Due Date.
- Coordinating travel and reimbursement related bills from employees and consultants and payments for the same.
- Assisting Cashiers Role in the absence of Cashier.
- Organization of fills adhering to statutory requirements and good file keeping practices.
- Coordinating to Prepare the Financial report with the Auditors.
- Payment Details follow up by Due date.

### ❖ **Working Responsibility in EXPORT Department**

- ▮ Export Invoice checking.
- Airway courier Bill's Checking.
- EPCG Licence preparing for Redemption.
- Advance Authorization Licence preparing for Redemption.
- Finished Goods stock Report preparing collecting information from various Departments.
- Insurance premium Details follow up.

### **AWARDS & CERTIFICATES**

- Got 100% attendance in First, Second & Final Year of our College.
- Got gold medal in First & Second Year in our College.
- Got Best Student Award in our college.

### **PERSONAL SKILLS**

- Good team worker, willing to work hard and ability to learn quickly.

### **CO-CURRICULAR ACTIVITIES**

- Got First Prize in State Level Paper Presentation held in P.A.C.R. Polytechnic College in Rajapalayam.

### **PERSONAL DETAILS**

**Father's Name** : M.VEERA SINGAM (Late)  
**Date of Birth** : 07.07.1994  
**Gender** : MALE  
**Nationality** : INDIAN  
**Languages Known** : TAMIL, ENGLISH

## **DECLARATION**

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

**Date :**

**Place :**

**SIGNATURE**  
**(V.MARISELVAM)**