

Martha Blevins

743 Freedom Lane, Modesto
California, USA 12345
123-456-7890

hello@reallygreatsite.com
www.reallygreatsite.com
@reallygreatsite

Dedicated high school art teacher with three years of experience in teaching art and art history, and in managing challenging classroom environments. Eager to join Clover Pike High School to share expert knowledge in photography, digital and new media, and graphic design. Spearheaded Cordale High School's annual student art exhibition and awards program.

SKILLS AND PROFICIENCIES

- Project classroom management
- operation, report, customer, process, service, business, manager, risk, ensure, ensuring

WORK EXPERIENCE

skill window xp m office word excel look ups pivot table basic function power point saral payment package payroll software internet applicationseducation detail january bachelor hospitality management international hospitality management queen margaret university edinburg january diploma hotel management international institute hotel management hr skill detail hr management exprience monthscompany detail company atri developer description hr payroll statutory compliance performance management company description employee relation administration creating industry specific policy procedure form format letter checklist etc payroll management salary restructuring process payroll employee validation input attendance leaf salary starting salary process processing urate error free salary employee responsible compensation benefit administration coordinate ounts team salary processing attendance leave record management assuring prompt satisfactory resolution payroll related query employee statutory compliance management manage various statutory compliance requirement pf esic pt gratuity tds etc calculation deduction payment return filing generate statutory report like form form conducting session employee statutory policy procedure compliance related topic shop commercial establishment act e payment gratuity act recruitment selection handling recruitment like job posting naukri portal coordination create annual manpower plan budget screen schedule preliminary interview arrange employee orientation handling joining formality salary ount opening formality performance management end end facilitation pm starting creating job description appraisal form disbursement letter kra setting mid review annual review handling appraisal activity degree training development conduct training need analysis arrange various training session employee engagement employee welfare creation deployment sale reward recognition scheme periodic interactive session like monthly birthday celebration annual day diwali dhamaka offsite etc working saral payment package payroll software well excel assisting md hr work offering suggestion answering employee query payroll compliance related issue benefit insurance medical reimbursement full final settlement resigned employee