RESUME

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**ANUSUYA S**

Flat No.F-4, Raja Bhavan

No:13/8, 2nd Main Road,

Nanganallur, Chennai – 600 061

E-mail:sm\_anu@rediffmail.com / Mobile: 8056111151

**HR & Admin / Secretarial Functions Professional**

**(Having 10 years of experience)**

**PROFILE & STRENGTHS**

* Competent and result-oriented professional offering 10 years of rich cross-functional exposure across Human Resource, Office Administration, Secretarial Functions, Housekeeping Management, Correspondence Handling, Drafting and Liasion / Coordination.
* Demonstrated expertise in managing entire administrative activities relating to whole office including MD’s office viz. Travel Arrangements, Meetings, Correspondence filing, issue of office orders, Offer Letters, Appointment Orders, etc.,
* To continuously learn new processes, develop professional skills and be on a fast track to reach higher positions in the HR / Admin department and make strong contribution to organizational goals.

**Educational Qualification**

1. Master of Business Administration (Human Resource Management)
2. PG Diploma in Personnel Management & Industrial Relations
3. Bachelor of Commerce

###### Technical Qualification :

###### Computer

1. Diploma in Computer Application
2. Diploma in MS Office
3. Diploma in Advanced Software Tech.
4. Working knowledge in TALLY and ERP Software

**Additional Qualification :**

**Shorthand**

1. English Lower Passed

**Typewriting**

1. English Higher Passed
2. Tamil Higher Passed
3. Hindi Higher Passed

**Hindi**

1. Praveen Uthrardh

#### PERSONAL DETAILS

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| --- | --- | --- |
| Husband’s Name | : | R. Venkatesan |
| Date of Birth | : | 12.06.1980 |
| Languages Known | : | Tamil, English |
| Nationality | : | Indian |

#### WORK EXPERIENCE - CURRENT :

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| --- | --- | --- |
| Name of the Company | : | Ready LED Lighting Pvt Ltd.,  Ekkattuthangal, Chennai 600 32. |
| Duration | : | 19.01.2015 to 30.10.2015 |
| Designation | : | Manager – Admin & Sales Coordinator cum Personal Secretary to MD |

**Job Details:**

* Taking care of entire office administration
* Coordinating with other internal departments for executing orders on hand
* Customer pending payment follow-ups
* Searching of tenders
* Preparation and participation in Online and Offline tenders
* Contact new and existing customers to discuss their needs, and to explain how these needs could be met by specific products and services.
* Answer customers' questions about products, prices, availability, or credit terms
* Maintain customer records
* Complete expense reports, sales reports, or other paperwork.
* Arranging candidates for interview
* Arranging for ID Cards and Bank account opening for newly joined employees.
* Maintaining the personal files of all the employees

#### WORK EXPERIENCE –Previous :

|  |  |  |
| --- | --- | --- |
| Name of the Company | : | Kals Distilleries Pvt Ltd.,  T. Nagar, Chennai – 600 017. |
| Duration | : | 24.09.2008 to 31st May 2013 |
| Designation | : | Assistant Manager – Admin Cum Personal Secretary to CMD |

**Job Details:**

* Ensuring manpower requirements based on the production targets.
* Getting mandate from respective department, as per plan preparing Job description and Job specification in consultation with the HR Head & concerned Dept Head.
* Developing sources of Recruitment for suitable applicants through job Portals, Employment Agencies, Personal Contacts and Employee referrals.
* Managing of whole selection process that includes coordination and arranging for interview & issuing offer letter / appointment letter and follow-ups with the selected candidates till they join the company.
* Completing the Joining formalities & act as HR Buddy in a structured induction program
* Contract & facility Management.
* Coordinating with the government departments
* Arranging for ID Cards and Bank account opening for newly joined employees.
* Maintaining the personal files of all the employees
* Responsible for all the letters related to employees and sales force after verification of proper documents
* Arranging for Exit interview and other formalities to close the resignees file
* Administration Activities (Pantry, Stationary, Housekeeping, Security, Office boys, Vehicle Administration)
* Purchasing & Maintaining all Company Vehicles and records.
* Timely renewal of company insurance policies and vehicle insurance policies
* Managing CMD’s calendar.
* Assisting CMD in Planning his day to-day activities and follow ups.
* Fixing up Appointments
* Managing travel arrangements viz. VISA processing, Hotel reservations, Car bookings, ticket bookings (both Domestic and International).

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| Name of the Company | : | Empee Breweries Limited(Unit of United Breweries Limited) Kuthambakkam, Thiruvallur – 602 107 |
| Duration | : | 21.10.2001 to 07.10.2008 |
| Designation | : | Personal Secretary cum Stenographer to General Manager & Finance Controller |

**Job Details:**

* Secretarial work for the General Manager and Financial Controller.
* Keeping all original records of Licenses and Renewals.
* Maintaining all Government bodies correspondence.
* Maintaining Personnel Files of Executives & Staffs.
* Scheduling Meeting / Keeping appointments.
* Assisting the General Manager in daily routine work.
* Responsible for day-to-day filing of all important papers and maintenance of records.
* Co-coordinating with the travel agents and arranging flight tickets & train tickets and arranging airport transfers for our company guests and executives at timely intervals.
* Arranging accommodation for guests and Executives.
* Assisting HR Department in typing English / Tamil Letters.
* Checking Travel and Hotel Bills and certifying the same for payment.
* Responsible for all Telephone / Fax / Xerox instrument’s operation and control.
* Checking Cash at accounts on daily basis.
* Preparing statements for monthly and daily MIS given by the concerned Executives.
* Taking dictation given by the General Manager and sending the same to the concerned.
* Sending daily reports by E-mail and by fax to the Corporate.
* Looking after daily Inward correspondence and issuing the same to the concerned.