

RESUME

M. Tamilselvi
No:35, Jeeva Street,
Kanniyappan Nagar,
Kundrathur
Chennai, Pin: 600069,
Tamilnadu, India.

Mobile: +91-8122975612
Email: tamizhkiruba2611@gmail.com

CAREER OBJECTIVE

Aspiring to associate myself such on Organization which will give me a good status in my career enable me to develop as a person as well as to contribute to the growth of my organization.

WORKING EXPERIENCE

3. Previous Organization: Excel Power Switchgear Pvt Ltd

Working period : June 2022 to Tilldate
Designation : HR & Admin Excecutive

Roles and Responsibility

- New Joining Employee document collection & File Creation
- New Joining employee Master Creation in ERP
- New joining employee Salary Creation in ERP
- OT entry in ERP
- Prosessional Tax entry in ERP & Excel Sheet
- ESIC Monthly Return Entry & Filling
- EPFO Monthly Contribution Entry in Excel Sheet
- Attendance Closing in ERP daily
- Manual attendance register Checking daily
- Payroll Processing

2. Previous Organization: Sitics Logistics Solutions Pvt Ltd

Working period : August 2019 to March 2022
Designation : HUB Billing Executive
Customer Site : JSW Paints Pvt Ltd - Chennai

Roles and Responsibility

- Customer Order punching in SAP systems
- Customer Sales Invoices Execution in SAP systems

- Customer Cheque payment posing in SAP Software
- Purchase request & Purchase order Creation in SAP Systems
- Material inward GRN Posting in SAP after necessary verification
- Inventory Cycle count process & 100% Inventory physical counting process
- Plant to Plant Stock movement process
- Time to time necessary support to JSW Commercial team
- Marketing Material Management & distribution as per the SOP
- POD Collection process & Daily, weekly Dashboard MIS Reporting to Client

1. Previous Organization: Flextronics Pvt.Ltd

Working period : May 2018 to June 2019

Designation : Quality

Roles and Responsibility

- 🔍 Final inspection of finished Assembly product according to relevant standards and customer specification (OBA)
- 🔍 Customer support (Pre-Delivery Inspection)
- 📄 Advance Shipment Notice (ASN)
- 📄 Preparation of TUV failure report

ACADEMIC PROFILE

| QUALIFICATION | INSTITUTION | YEAR OF PASSING | PERCENTAGE |
|---|---|-----------------|------------|
| SSLC | Government girls higher secondary school, Kundrathur. | 2011 | 60% |
| HSC | Government girls higher secondary school, Kundrathur. | 2013 | 62% |
| BCA (Bachelor of computer applications) | St' Joseph's Arts and Science College, Kovoov. | 2016 | 80% |

COMPUTER KNOWLEDGE

- ❖ SAP Hana - MM Module , SD Module
- ❖ Microsoft Excel,
- ❖ Microsoft Word

PERSONAL DETAILS

Father Name : P.Manogar

| | | |
|----------------|---|-----------------|
| Date of Birth | : | 11.02.1996 |
| Gender | : | Female |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Languages know | : | Tamil & English |

DECLARATION

I hereby declared that, the above information's are true to the best of my knowledge and belief.

Place: Chennai

Date :

(M. Tamilselvi)