**ADDRESS**

86, Toovipuram,

2nd cross street,

Thoothukudi – 628 003

**EMAIL:** [ishuseemail@gmail.com](mailto:ishuseemail@gmail.com)

**Phone No:** 8667357844, 7299995799

**ISHWARYA J**

Objectives:

Looking out for an organization where I can utilize my knowledge and skills for the growth of the organization and my personal development in the field of Human Resources.

work Experience:

Working as a Senior Executive HR in **Yazaki Wiring Technologies India Pvt Ltd** from Dec 2011 to Feb 2015 (3 year 2 months)

Experience HighLights:

HRD:

* Coordinating Periodic Appraisals
* IIiiiIdentifying Training 9needs
* AaArranging for need based training activities
* CoocccccCoordinating for Increment and Promotion
* PpppppcneqinofhJOEHVJSDVCOJSDNCOIpooooPromotion Calculation

Recruitment:

* Man Power Planning
* Sourcing through Naukri for White Color
* Village Campaigning and Walk – in for Blue Color
* Joining Formalities (Preparing Appointment orders, ID card No and ID Card Generation, ESI & PF Declarations, Uniform)

MIS:

* Headcount Report Maintaining
* Absenteeism Trend Analysis
* Overtime Trend Analysis
* Attrition Analysis

Time Office:

* Attendance and overtime Monitoring (Pace Pay Software)
* Monitoring Late coming and Absenteeism
* Head Count Maintaining

Facility Management

* Canteen Administration
* House Keeping and security Management
* Transport Arrangement

work Experience

Working as a Executive HR in **Wertex Solution Pvt Ltd** For Past 1 year

Experience HighLights:

Recruitment:

* Coordination with client for recruitment and selection Process.
* Conducting interview and selection of candidates, verification of concerned certificates.
* Arrange the panel member for interview
* Sending the interview call Letters or Fixing the interview timings.
* To obtain confirmation calls and emails from respective Candidates
* Scanning/ Scrutinizing the applications on the basis of criteria mentioned and send the resume to respective client.

Education qualification

**Post – Graduation**: MBA (Specialization Human Resource Management and Finance) in PSR Engineering College with aggregate of First Class (2007 to 2009) Regular Class.

**Under Graduation:** B. Com in St. Mary’s College with aggregate third Class – (2004 to 2007) Regular Class.

**12th Std Year Pass out:** 2003

HSC with Third Class- Holy Cross Anglo Indian Higher Secondary School

**10th Std Year Pass out:** 2001

SSCL with first Class – Vitoria Girls Higher Secondary School.

Professional Skills

* Leadership Skills
* Problem Solving Abilities
* Hard Working
* Result oriented

Research project Undertaken:

* Main Research titled ‘’ A Study on effect of employees’ absenteeism in Dhrangadhra Chemical Work Limited Sahupuram” done in PSR Engineering College at April 2010.

Achievements:

* Awarded as a best runner in Shuttle in St Mary’s College.
* Winner in Double inter College Compaction in Shuttle in St Mary’s College.
* RUNNER inter College Compaction in Kabadi in St Mary’s College.
* Acted as a member in RSP unit at Holy Cross Anglo Indian Higher Secondary School.

**Personal Information**

Name: Ishwarya J

Age: 30 years

Sex: Female

Marital Status: Married

Date of Birth: 29 – August – 1987

Father Name: Jeyapaul D

Husband Name: Sathish Kumar K

Nationality: Indian

Language Known: Tamil, English

**Declaration:**

I hereby declare that the information furnished above is ture to the knowledge of my faith and belief.

Place:

Date: (Ishwarya. J)