

GAYATHRI.V

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CAREER OBJECTIVES:

I am looking for an atmosphere that encourages talents, excellent growth opportunities and provides attractive compensation for extracting highest output by assigning responsibilities by reposed trust in talent.

EDUCATIONAL PROFILE:

COURSE	INSTITUTION	PERCENTAGE/ YEAR OF PASSING
MBA	Dhaanish Ahmed College of Engineering	77% JUNE 2012
BBA	D.R.B.C.C.HINDU COLLEGE	68% APRIL 2010
HSC	Perunthalaivar kamarajar govt. girls higher secondary school.	76% MARCH 2007
SSLC	Good shepherd matriculation higher secondary school.	58% JULY 2005

ACHIEVEMENTS:

- Won second prize in the event **OSXCON (INDIRECT SALES)** at **i.sage-09** in SRM University.
- Won second prize in **CONCEPT SELLING**, third prize in **CORPO-RAMP** and third prize in **DESIGN A “LOGO”** in the mega inter-college fest CHAITANYA conducted by SRI KANYAKA PARAMESWARI ARTS & SCIENCE COLLEGE FOR WOMEN held on 30.01.2010.
- Won second prize in the event of **AD-ZAP** conducted by department of commerce and business administration as COM-BA-2K10 INTER COLLEGIATE SEMINAR by CHENNAI NATIONAL ARTS & SCIENCE COLLEGE held on 24.02.2010.
- Served as a **scrab book in-charge for Rotract club** of D.R.B.C.C.C HINDU COLLEGE (Sponsored by Rotary club of Anna Nagar, Madras) R.I Dist 3230 for the year 2009-2010.
- Presented paper in the topic of **INNOVATION IN PEOPLE MANAGEMENT** in the National Conference on Technology and Change Management Held On 4th and 5th February 2011 at SKIM [Sri Krishna Institute Of Management] at Coimbatore.

- Presented paper in the topic of **HR creativity and Innovation** in the National conference on Emerging Trends in Management towards Sustainable Development held on 12-13 September 2011 at VEL TECH institute of science and technology and the paper was **published in ISBN: 978-93-80624-40-2**.
- Presented paper in the topic of **CORPORATE GOVERNANCE & CSR** in the International conference on “Contemporary Issues in Management” held on 28th February and 1st march at SRM University and the paper was **published in ISBN**.

SUNDRY DETAILS:

DOB; Age:	12:10:1989: 33
Marital status:	Married
Nationality:	India
Father’s Name:	S. Viswakanthan (late)
Mother’s Name:	V. Rajeswari
Husband Name:	Muthukani K
Languages known:	Can read speak and write – English & Tamil.

Industrial Experience:

1. I worked as an HR Associate at TRAC Fujico Air Systems Ltd. from August 2015 to April 2017.

Works Handled:

➤ End to End Recruitment:

- Posting Jobs in different Job Portals.
- Taking candidates from consultancies / maintaining good relationship with the consultancies and Handling terms and payment procedure for the consultancies.
- Filtering candidates from the portal and conducting telephonic interview.
- Scheduling the selected candidates for face to face interview.
- Conducting 1st level of Face to Face interview and sending them to next round.
- After Selection issuing them offer letter first in mail after joining hard copy will be issued.
- Doing Background verification.
- Making and checking the candidate is joining in the correct date.
- Conducting orientation program for the new joiners and making them to settle down in their respective departments.
- Arranging for Training and Development classes.

➤ Exit Formalities:

- Collecting and enquiring about Resignation letter given by the employee.
- Trying to sort out the problem for resignation.

- Sending letters to the employees who left the company un noticed.
- Mail NOC [Non Objection Certificate] will be collected from all the department heads.
- Handling End to End Exit formalities and settlement process.

➤ **Preparation of Pay Scale:**

- Collecting and checking the following documents before preparing salary statement.
 - ✓ Attendance register.
 - ✓ Report tracker.
 - ✓ Leave details.
 - ✓ Comp offs.
 - ✓ Month end documents.
- Salary statement for the month will be prepared and sent to HR – Manager for checking and further process.

➤ **Preparation of Conveyance Statement:**

- Mid of the month conveyance statement will be prepared and sent to HR – Manager for checking and further process.

➤ **EPF:**

- PF statement for employees will be prepared monthly and will be sent to HR – Manager for Checking.
- After finalization the format of the statement will be changed as required in the portal and the same will be uploaded in EPF Portal monthly.
- Payment will be done using the digital key issued by PF department.

➤ **Labour Records:**

- Maintaining all types of Labour Records as follows:
 - ✓ Form-1
 - ✓ Form-2
 - ✓ Form-3
 - ✓ Form-4
 - ✓ Form-5
 - ✓ Q-Register
 - ✓ Wage Register
 - ✓ Women Employees Register
 - ✓ Pay Slip Register Etc.,
- Submitting all the labour documents in the labour office during year end.

➤ **Conducting and Maintaining Records for the following:**

- Best Employee- Month Wise.
- Birthday Celebration – Month Wise.
- Quiz – During Celebrations.
- Redils – Weekly.

- One Day Tour at Resorts – Yearly once.

➤ **Maintaining Following Trackers:**

- Comp off Tracker.
- Leave Letter or Mail Tracker.
- Daily Report Tracker.
- Weekly Report Tracker.
- Monthly Report Tracker.
- Visual Report Tracker.
- Settlement Tracker.
- Key Personnel List.
- Debit Statement.
- Defaulters List.
- Intercom List.
- Staff Welfare Tracker.
- Certificate Undertaking List.
- Interview Tracking Sheet.
- Employee details tracker.
- Internal Meeting Tracker – Internal meeting will be arranged for all the department with CEO and the register and tracker will be maintained.
- Loan Application Tracker – Loan Application letter will be issued and original letter will be maintained in File / scanned copy will be maintained in the tracker.
- Vehicle Details Tracker.

➤ **Medical Insurance:**

- Arranging for Medi-claim insurance for the employees.
- Sending the relevant documents to the insurance company monthly.
- Claiming insurance in case of Accident.
- Renewal of Medi-claim insurance yearly.

➤ **Increment Statement:**

- Preparing employee list that is eligible for increment.
- Preparing increment statement according to the standard given by the management.
- Maintaining all the increment statement issued yearly.

➤ **Bonus Statement:**

- Preparing employee list that is eligible for Bonus.
- Preparing Bonus statement according to the standard issued by the government.
- Maintaining the Bonus Statement issued yearly.

- List of **Government Holidays** will be prepared yearly and will be sent to all employees after approval from the management.

- Issuing **Memo** to the employee by receiving the orders from department Heads and in case of any problem.
- Preparing and Issuing **Pay slips** for all the employees monthly – Soft copy will be sent if hard copy needed will be provided.
- **Project Profiles** will be prepared and will be sent to AGM and Tender Department.
- Preparing **Additions and Deletions** list of Employees to know about Employee attrition rate.
- Preparing **Allowance list for the employees** based on their categories.
- Yearly once Issuing and collecting **Appraisal forms**.
- Maintaining **Attendance Register**.
- Issuing **Bonafide Letters**.
- Preparing and issuing **ID cards** to the employees.

2. I am currently working as an Assistant Manager - Operations at Vertace Consultants since July 2020.

Works Handled:

During my tenure as an Assistant Manager - Operations at Vertace Consultants, I successfully managed end-to-end HR functions, including recruitment, issuing offer letters, conducting joining and relieving formalities, salary calculations, PF management, and more. Additionally, I efficiently handled various administrative tasks, overseeing office management, pantry supplies, interiors, and internal office operations. Furthermore, I took charge of essential operational aspects, such as accounts, IT, GST compliance, and petty cash management for the company.

DECLARATION:

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

Place: Chennai

Date:

Gayathri.V