



Ruckmani Geetha B

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No:7- 22nd Street ,Sankar Nagar,

Pammal,

Chennai-75

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Career objective:-

A Post Graduate in MBA (Human Resource-HR & Marketing) with 2 years of experience of HR. Seeking a challenging job to contribute to employer objectives, profitability, and success for a company offering potential for challenge and growth.

Career Profile:-

- | | | |
|------------------------|---|----------------------------------------|
| 1) Organization | : | A I ENTERPRISES PVT LTD |
| Designation | : | Executive – HR |
| Duration | : | May 2014 to January 2016 |
| Reporting to | : | HR MANAGER |
| 2) Organization | : | FIRSTSOURCE SOLUTIONS LIMITED |
| Designation | : | Executive – Talent Acquisitions |
| Duration | : | February 2016 to April 2016 |
| Reporting to | : | ASSISTANT MANAGER– Talent Acquisitions |

Educational Qualification:-

2012 – 14 : Completed MBA with CGPA 8.22 /10 from Sona College of Technology, salem

Specialization: Human Resources and Marketing

2007-2011: Completed B.Sc (Nursing) with 67% from Padmavathi College of Nursing, Dharmapuri.

2007 : Completed HSC with 63% from Government Girls Higher Secondary School, Krishnagiri.

2005 : Completed SSLC with 86% from Government Girls Higher Secondary School, Krishnagiri.

Technical Skills:-

- Expert in basic use of computer.
- Ms office-word, excel and Power Point.
- E-mailing tools-MS Outlook, Google and yahoo.
- Operating system- Windows 7, Windows 8.

Responsibilities:-

Executive – Talent Acquisitions:-

- Responsible for end to end recruitment cycle
- Sourcing profiles through portals
- Scheduling interviews
- Conducting initial assessments (Tests)
- Conducting HR round of interview
- Conducting Induction on the day of joining

Executive – HR

❖ **Recruitment:-**

- To handle the day to day recruitment cycle
- Responsible for interviews
- Taking the requirements from departments
- Sourcing CVs through reference.
- Responsible for joining and exit formalities
- Taking care of induction

❖ **Time office:-**

- Day to Day attendance checking
- Maintaining leave records of all employees
- Checking and maintaining of Overtime, late coming and Absenteeism reports

❖ **Payroll processing:-**

- Consolidation of payroll with all inputs like collection on attendance, leaves, new hires, employee information changes, loans, advances etc., as per the payroll advice format.
- Salary statement generation.
- Employees pay slip's generation and distribution.
- Pre auditing the payroll for zero error & management approval.
- Generating statutory reports - PF,ESI.

❖ **Statutory compliance:-**

- Submission of ESI & PF declaration forms of new employees.
- Handling statutory compliance like renewal of license and other certificates.
- Assisting compliance manager during audits
- Updating the renewal status to the HR Manager

❖ **Employee relations:-**

- Addressing employee queries regarding Payroll, Attendance, Leave details.
- Employee benefits – Maintaining leave records, Salary advances, Loan details.

❖ **Other responsibilities:**

- Personal file management
- Conducting exit interviews, Employee final settlements and relieving procedures.
- Allotting ESI number to the employees
- Arranging bank account for new joiners.

Personal Profile:-

Husband's name : Mr.Dinesh Raja C
Nationality : Indian
Date of birth : 21st September 1989.
Languages Known : English & Tamil (to read, speak and write), Telugu (to speak).
Marital status : Married.
Hobbies : Playing Shuttle Badminton

References:-

- 1) Name : Mr.T.Ramesh
Designation : Manager – HR / Compliance
Phone no : 9710710133/ 7871299890
- 2) Name : Ms.Sasikala
Designation : Assistant Manager-TA
Phone No : 9884258844