



**Ruckmani Geetha B**  
**Email [Id:geetha.boomiraj@gmail.com](mailto:Id:geetha.boomiraj@gmail.com)**  
**No:7- 22nd Street ,Sankar Nagar,**  
**Pammal,**  
**Chennai-75**  
**Ph:9952936024**

**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:-**

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