

Monisha R

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8667697001

SUMMARY

Human Resource graduate. People Oriented person with strong Communication and Interpersonal skills. Well-acquainted with HR Generalist activities, HR databases, banking and Payroll process

SKILLS

Computer skill

Microsoft Office, Tally

Personal skill

Team work and collaboration, Time management skills, Strong communication skills, Onboarding, Decision making skills.

EXPERIENCE

Jan-2020 - Till Date

HR Executive

Bon Fresh Foods Private Ltd (Chai Kings)

Recording and maintaining trackers and reports, Performance Management System, Payroll process, Documentation process, Joining Formalities, Exit formalities, Onboarding and Orientation. Grievance handling, Employee engagement activities, Attendance Management. Sourcing, Screening, Recruiting and interviewing candidates.

Apr-2019 - Nov-2019

HR Executive

Fore Brain Technologies Private Limited

Client interaction, solving queries, Sourcing, screening, recruiting and interviewing candidates. Recording and maintaining trackers and reports. Automation payroll process, Handling clients, Documentation process, Joining Formalities, exit formalities, client relationship management, employee engagement activities.

Dec-2018 - Jan-2019

HR Intern

Brakes India Private Limited

Done a project named "Employee satisfaction towards health, safety and welfare measures in Brakes India private limited.
Documentation of salary and incentives of employees.
Data entry.
Documentation of ESI statements.

May-2018 - Jun-2018

HR Intern

Ashok Leyland Private Limited

Worked under a project named " Problems faced by women in manufacturing industry".
Data Entry and general administration.
preparing question paper for interview candidates.
Preparing question papers for survey purpose and feeding it in Excel.
Maintaining attendance of internship students.

Dec-2017 - Mar-2018

Manpower consultancy

HR Intern

Recruiting candidates.

Data entry.

Background verification.

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year of Passing
MA(Human Resource Management)	M.O.P Vaishnav College for Women	Madras University	7.1	2019
B.com (Computer Application)	Women's Christian College	Madras University	6.3	2017
HSC	St. John's Matriculation Higher Secondary School	State board	85 %	2014

HOBBIES

Social work

Travelling

PERSONAL DETAILS

Address	No:1485A/A, Poompuhar Nagar, 23rd Street, Kolathur, Chennai 600099
Date of Birth	09/07/1997
Gender	Female
Nationality	Indian
Marital Status	Single
Languages Known	English, Tamil, Hindi (Read and write)

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

Monisha R