

Curriculum Vitae

BENIEL. A

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Objective: To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

Personal Strength: Communication Skills, Confident & Positive Attitude

Education Qualification:

- **MBA** (Human Resource Management & Finance) - Dr.M.G.R University,
Maduravoyal Chennai- 600095
Academic Year– 2018
First Class Pass -75%
- **BBA** In St.Joseph's College of arts and science,
Kovur, Chennai –600128
Academic Year-2015
First Class Pass-68%
- **HSC** – Arputharaj Matric Higher Secondary School,
Choolaimedu Chennai -600094
Academic Year-2011-65%
- **SSLC** – Arputharaj Matric Higher Secondary School,
Choolaimedu Chennai-600094
Academic Year-2009-55%

Computer Skills: MS Office, Word, Excel. Power Point

WORK EXPERIENCE:

- Working in **Faber Sindoori Management Pvt Ltd**, Chennai as HR Asst from Aug 21st 2018 to Aug 30th 2019
- Good experience in
- Maintaining Attendance Register,
- Maintaining New Joining Formalities,
- Data Entries
- Payroll Process

Roles And Responsibilities

Recruitment : Searching the database/web/jobsites to source out the required resumes /cv ,Speaking/Emailing to the screened/short-listed resumes and checking their availability and interests ,Sell and forward the interested candidate resumes to clients against requirements with the help of senior recruiter (recruitment team) , Exposure of Handling three verticals IT , ITES & Non IT recruitment , Training the candidates on interview pattern and interview tips for all the rounds of interview , Making Cold calls & Head-hunting

HR Generalist : Taking Care of Joining formalities of the Employees , Co-ordination with the new joiners of the internal employee ,Issuing the Offer Letter and explain the salary details , Employee Relationship , Handling Exit Interview ,PMS System of the Employee & Processing Employee PF, ESI, Medclaim & Other Employment Registration forms

Payroll: Taking Care of Complete Staff Data Base, Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Filings, etc. Taking Care of routine Tax planning Co-ordination for the Employees. Monitoring Relieving Procedures and Settlements & General administration-related work and Employee Co-ordination & Maintaining the Contract Employees details

Projects (Academic projects):

- Main project in **ISON COMPANY in Kanthanchavadi**, Titled “A STUDY ON **EMPLOYEE RETENTION** ” for the period of 2 months

Extra Curricular Activities:

- Music
- Playing Keyboard And Guitar
- Cricket

Personal Details:

- Father's Name : R. Amos
- Date of Birth : 01/03/1993
- Nationality : Indian Christian
- Marital Status : Single
- Languages Known : English ,Tamil

Declaration: I Hereby declare that the above – furnished details are true with Proven records.

Place: Chennai

Date:

**Signature
(Beniel.A)**