

# RESUME

**Name:G PRIYANKA**

SATHYA NAGAR, SEYUR.

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## OBJECTIVE:

To work in an innovative and competitive concern to use my skills and ideas effectively and to improve my career.

## EDUCATION:

SSLC – St Thomas girls higher secondary school : 2013–2014 –88%

HSC – Govt girls higher secondary school :2015–2016 –80%

BSC (CS) –Tiruppur Kumaran College for women :2016–2019 –81%

## JOB DESCRIPTION:

### Company Profile 1.

Organization : WELLKNIT INDUSTRIES

Manufacturing : Garments

Position : Hr Assistant,

Period of Working : 2019– 2023

- ❖ Handling Payroll Weekly & Monthly Using EFFITRAC Software,
- ❖ Legal Documents Maintaining.
- ❖ Follow-up all activities in compliance Documents
- ❖ Requirement, ESI, PF, Salary processing.
- ❖ Bio data Maintaining, Time card & Pay slip.
- ❖ Administered payroll, Salary process & bank reports, Attendance maintaining.
- ❖ Committee and training conducting and develop knowledge about this to workers and maintain those committee & training records.
- ❖ Including internal fire fighting training.
- ❖ Handling both Compliance & HR activity, like payroll, factory rounds, Requirement, maintains personal files for work & Staff ,records and agreements.

### Company Profile 2.

Organization : BEST TECH CLOTHING PVT LTD

Manufacturing : Garments

Position : Executive admin,

Period of Working : 2023– 2024

- ❖ Petty cash maintenance
- ❖ Attendance checking and reporting.

- ❖ Monthly costing reports preparing and reporting.
- ❖ Factory rounds and training to new workers.
- ❖ Stock maintenance.

### **Company Profile 3.**

Organization : SREEJA HOSIERIES PVT LTD.  
 Manufacturing : Garments  
 Position : HR & Compliance Executive,  
 Period of Working : 2024– till now.

- ❖ Handling Payroll Weekly & Monthly Using EFFITRAC Software,
- ❖ Legal Documents Maintaining.
- ❖ Follow-up all activities in compliance Documents
- ❖ Requirement, ESI, PF, Salary processing.
- ❖ Bio data Maintaining, Time card & Pay slip.
- ❖ Administered payroll, Salary process & bank reports, Attendance maintaining.
- ❖ Committee and training conducting and develop knowledge about this to workers and maintain those committee & training records.
- ❖ Including internal fire fighting training.
- ❖ Handling both Compliance & HR activity, like payroll, factory rounds, Requirement, maintains personal files for work & Staff ,records and agreements.

### **EXPERTISE IN:**

- ❖ Strong communication
- ❖ Inter personal skills
- ❖ Problem-solving skills
- ❖ Quick learner
- ❖ Leadership quality

### **PERSONAL DETAILS**

Name : G PRIYANKA  
 Date of birth : 27.06.1999  
 Father Name : Gopala krishnan  
 Languages Known : Tamil,English

### **DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief

**Yours faithfully**

**(G PRIYANKA).**

