

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).

