

# Kathiresan K

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Phone: +91- 7826968527

## Objective

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Motivated and goal driven with a strong work ethic, continuously striving for improvement coupled with excellent administrative aptitude with an eye for detail and the commitment to offer quality work.

## TECHNICAL SKILLS

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- Skills Set (HTML, CSS, JavaScript, React, C&C++ basics, SQL, PHP).
- Development Kit (Visual Studio Code)
- Performance Management, Training & Development and Team collaboration.

## CARRER EXPERIENCES

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UDS private Limited(Vendor of sony)- Chennai

April 2022 – Nov 2022

### Sr.Hr Executive

- **Job Title** : Senior Executive.
- **Location** : Chennai – 600 024.
- **Skills** : .
- **Roles & Responsibility** : MIS reporting and ensuring the all management information is accurate. Performance management - Defining performance standards consistent with the organization's mission, culture, environment, strategy and structure.
- Conducting telephonic and Personal interviews in coordination with department heads.
- Coordinating with employees and clear their queries.
- over all environment and solving various problems from the worker's side.
- Identification training needs and nominating candidates for training. Issuing training certificates after completion of the training.
- Creating the Employees salary and provided and etc.

Aparajitha Corporate Services - Chennai

Oct 2021 – Mar 2022

### Sr.Hr Executive

- **Job Title** : Senior Executive.
- **Location** : Chennai – 600 024.
- **Skills** : .
- **Roles & Responsibility** : Responsible for overall HR function from on boarding to off boarding. Managed day-to-day HR operations through delivery of efficient HR Process.
- Interfaced with management and heads of department for implementing HR initiatives and best practices. Ensuring proper compliance part like ESI, PF, Returns and Registers.

- Handled employee grievance, escalations and other difficult situations in a sensitive, fair and respectful manner, working closely with employees and management.

**KM Knit Wear private Limited - Tirupur**

**Sep 2017 – Aug 2021**

### Hr executive

- **Job Title** : Executive
- **Location** : Tiruppur-641602.
- **Skills** : Adobe Creative Suite (Flash, Photoshop) Microsoft Office.
- **Roles & Responsibility:** Monitoring and Handling colleague overall HR activities of payroll and compliance.
- Attendance management, preparing legal documents, various committees registers and Forms for the purpose of Auditing.
- Roles For (H.R Executive) Co-ordinate and organize with one full unit, conducting committee
- meetings, organizing fire Drills, grievances handling, monitor workers activities.
- Successfully handling admin Activities.

## EDUCATION DETAILS

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### **Master of Mathematics**

Jul 2015 – May 2017

- Valluvar College of Science and Management, Karur with 70%.

### **Bachelor of Mathematics**

Jul 2012 – May 2015

- Valluvar College of Science and Management, Karur with 70%.

### **Twelfth (Higher Secondary)**

Jul 2011 – Apr 2012

- Government Higher Secondary School, Sullerumbu with 61%.

### **SSCL**

Jun 2009 – Apr 2010

- Government Higher Secondary School, Sullerumbu with 62%

## CERTIFICATIONS

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SoftLogicSystems- React development(pursuing):- The projects are done in below

- [Music Player](#) with GitHub [link](#).
- [Analog clock](#) with GitHub [link](#).
- My Portfolio with GitHub [link](#).

Certificates from Mathematics:

- Certification of carunya university Maths.
- Annai Women's College participation certification.

## PERSONAL DETAILS

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- **Father's Name** : C.Karuppusamy
- **Dob** : 02-06-1995
- **Knowing Language** : Tamil, English.
- **Address**
  - Present : 22/9, Annamalai Nager 1<sup>st</sup> street, west Mambalam road, Chennai-600033
  - Permanent : 872, Ottanayayakampatti, Kotangipatti(PO), Vedasandur (TK), Dindigul (DT)-624710

## DECLARATION

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I hereby declare that the details furnished above are true to the best of my knowledge.

**Place:** Chennai

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**Date:**

**Kathiresan K**