



JAGA GANESH K

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

ADITYA BIRLA GROUP • ADMIN & HR EXECUTIVE

PAYROLL • OSOURCE GLOBAL PVT LTD – AUG 2023 PRESENT

- Tracking the daily attendance of the employees.
- Verifying the daily check sheet, monthly bill and attendance of the house keeping employees.
- Supervision of General Administration.
- Verifying the monthly invoice related to Admin.
- Conducting Orientation Programs for New employees.
- Controlling couriers traveling both in and out.
- Organizing recreational sports events & Monthly birthday celebration.
- Supporting Welfare & Administrative Activities.
- Organizing the meeting and events
- Monitoring Canteen, Pantry & stationery
- Maintaining the average housekeeping consumable stock.
- Organizing travel arrangements & Hotel booking.
- Observing the cleanliness activities in & around the company premises.
- Maintaining the daily beverage count and average stock level Using by SAP.
- Monitoring the overall pest control in the company and verifying daily check sheet.
- Checking the status of the new joiners i.e. regarding their Canteen, locker allocation, ID Cards and handling grievance.

DECATHLON • SPORT LEADER • JAN 2019 • JUN 2023

- Worked as a part-time employee for more than 4 years, my role is to ensure all customers leave our stores satisfied or satisfied'.
- From assisting the customer in searching for the desired products, also marketing the products which will suit the customer, their lifestyle and to ensure that our products will enhance their health and safety measures.

SKILLS

- Communication
- MS Office
- Decision making
- Managing priorities

CERTIFICATIONS

- NPTEL (National Program on Technology Enhanced Learning) • **Certification of Leadership.**
- COURSERA • **Certification of FOUNDATIONS OF PROJECT MANAGEMENT.**

EDUCATION

MSW (HUMAN RESOURCES) • MAY 2023 • PATRICIAN COLLEGE OF ARTS AND SCIENCE

Percentage – 74%

BSC COMPUTER SCIENCE • JUNE 2020 • SRI MUTHUKUMARAN ARTS AND SCIENCE COLLEGE, CHENNAI

Percentage – 61%

HSLC • APRIL 2017 • St Mary's Matriculation Higher Secondary School, Sriperumbudur

Percentage – 57%

SSLC • APRIL 2015 • St Mary's Matriculation Higher Secondary School, Sriperumbudur

Percentage – 77%

INTERNSHIPS

Omega Healthcare • HR Trainee • Aug 2022

- As intern worked in IT Recruitment Sourcing and Screening process.
- Updating the candidate details on excel sheet for tracking.
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MGM Group of companies • HR Trainee • Jan 2023

- As an intern, I worked on updating new employees' information in master data.
- Processed and released offer letter under the guidance of HR manager.
- Scheduling interview for candidates through call.

Projects

- A study on employee welfare measures in Decathlon groups.
- A study on performance management systems in Decathlon groups.

Declaration

I hereby declare that the above information given by me is true to my knowledge.

DATE:

PLACE:

JAGA GANESH K