

PARTHIBAN B

8124187360

parthibanb1122@gmail.com

OBJECTIVE

“To pursue a challenging career in HR field and grow along with the organization”. As a hardworking employee, I would help the organization in achieving the goal with full efficiency.

SKILLS

1. Proficient in advance Excel.
2. Proficient in use of MS Office.
3. Basics in ESSL Attendance Software
4. Saral pays software (end to end process)

PERSONAL QUALITIES

Willingness to
Learn Quick
Learner
Self-Motivated
Flexible & Adaptable to changes

EDUCATION

1. **MBA In Human Resources Management, UNIVERSITY OF ANNA, SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY CAMPUS, Chennai, 2021-2023,**
2. **BBA In Bachelor of Business Administration, ALPHA ARTS AND SCIENCE COLLEGE, UNIVERSITY OF MADRAS, Chennai, 2018-2021,**
3. **HSC, ARIGNAR ANNA HR. SEC SCHOOL, Chennai, 2017-2018,**

EXPERIENCE

1. **Employed by XPRESSBEES LOGISTICS as Admin, for around 3 YRS from 01nd NOV 2020 to 31/02/2023.**
2. **Employed by SAKTHI MANAGEMENT SERVIES manpower consultancy as HR & Admin Executive, from 20th SEP 2023 to 1st Feb2024.**
3. **Employed by Kun commercial vehicle private limited (Bharath Benz Authorized Dealer) as Admin,for around since from 2024 FEB to till now.**

Roles & Responsibilities.

1. **Man Power Planning & Recruitment:**
 - Scheduling for interview, candidates with the consultancy referrals, screening resumes, scheduling interview, discussing of salary fitment and handling joining and relieving formalities.
2. **Manual Pay Roll processing:**
 - Maintaining manual payroll processing system and record by gathering, calculating, and inputting data.
 - Answer staff questions about wages, deduction, bio-attendance, and time records.
3. **Training & Development:**
 - Update Effective skill matrix for operation team and maintaining Individual Training records.
 - Yearly Training plan, training attendance, training feedback, training effectiveness
 - Induction training plan every month first week
4. **Statutory Compliance:**
 - Submitting Professional tax half yearly once,
 - Filing ESI returns monthly.
 - Filing pf returns monthly.
 - Renewal of Fire License and Health Sanitary certificate factory licenses renewal
 - Annual returns file yearly once and half year
5. **Employee Relations:**
 - To ensure on time Employee Engagement Activities like Family visit,
6. **Time & Attendance Management:**
 - Essl bio metric and manual checking

LANGUAGES KNOWN

- Proficient In **English** and **Tamil**
- Beginner in **Hindi**

PERSON DETAILS

- **Age** : 24
- **Date of Birth** : 10-06-2000
- **Father Name** : P. Balasundaram
- **City** : Chennai
- **Marital status** : Unmarried
- **Residential Address** : No: 06 first vaniyar street karayanchavadi Poonamallee, Chennai 600 056.

Organizing Communication Meetings & Arrangements

- Maintaining HR & Admin Agreements, Preparing Monthly Report.
- Maintaining Personal records.
- Security, House Keeping, Canteen and Vehicle Management.

- To take care of new Employee on boarding process
- File all employee related documents including, Offer Letter, Appointment letter, confirmation letter and exit documents.
- Keep personal files up-to date. Ensure timely inclusion of employees in insurance policies.
- Handle queries from employees & respond within timelines.
- Provide input for payroll, PF/ESI, Insurance to respective.
- Support in framing the HR policies and procedures.

6 .Safety:

- Issuing Personal Protective Equipment's.
- Organized internal Basic fire safety training.

DECLARATION:

I, hereby declare that the information furnished herein is true and correct to the best of my knowledge and belief.

DATE:

PARTHIBAN.B