

**DEVI V**

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**Contact No: 8667079113**

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## **Objective**

Seeking a challenging position in a reputed organisation where I can learn new skills and expand my knowledge. To get an opportunity where I can make the best of my potential and contribute to the organisation growth.

## **Profile summary**

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Overall 4 years of experience in Statutory and Compliance, Payroll, Recruitment, Performance Management, Employee Welfare, Time office and administration. We used to work and generate all reports by using MS office.

## **Professional Summary**

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**Organisation Name: Amaze Concrete Pvt Ltd, Kundrathur**

**Industry: Manufacturing Industry**

**Duration: Feb 2023 – June 2023**

**Designation: HR Officer**

**Roles & Responsibilities:**

- ☐ Sourcing, screening and selecting required candidates using Naukri, Indeed, Monster jobs, Times job and LinkedIn job portals.
- ☐ Handling employee Joining formalities and conducting Induction to new Joiner. Review time sheets, wage computation and other information to detect and reconcile Payroll discrepancies and Monthly PF and ESIC returns Filing.
- ☐ Tracking weekly meetings of all department and collecting MOM's. Presenting HR Monthly report in front of all Directors.
- ☐ Prepare weekly and monthly reports such as Daily attendance report, Payroll report, Production report etc using Pivot table and V look up function in Excel.

**Organisation Name: Dignity Innovations, Ambattur, Chennai.**

**Industry: Garments Manufacturing (Export)**

**Duration: Apr 2017 – Nov 2019**

**Designation: HR Executive**

- ☐ Process paperwork for new employees and enter employee information into Employee

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Payroll system by using MS Office Excel.

- ☐ Maintaining Personnel records and handbooks.
- ☐ Review time sheets, wage computation and other information to detect and reconcile

Payroll discrepancies.

- ☐ Prepare reports such as Daily attendance report, Payroll report, Production report etc using Pivot table and V look up function in Excel
- ☐ Monthly PF and ESC returns filing and handling PF claim settlements.
- ☐ Handled Factory license renewal and PT, LWF, half yearly returns, Annual returns

Filing

**Organisation Name: Pixagons Digital (P)Ltd, Arumbakkam, Chennai**

**Industry: Media & Entertainment**

**Duration: Mar 2016 – Jan 2017**

**Designation: HR Executive**

- ☐ Sourcing, screening and selecting required candidates using Naukri, Indeed, Monster jobs, Times job and LinkedIn job portals.
- ☐ Handled employee Joining formalities.

- ☐ Review time sheets, wage computation and other information to detect and reconcile

Payroll discrepancies.

- ☐ Prepare weekly and monthly reports such as Daily attendance report, Payroll report, Production report etc using Pivot table and V look up function in Excel.

**Organisation name: K21 consultancy, Anna nagar, Chennai**

**Industry: Recruitment**

**Duration: Jul 2015 – Feb 2016**

**Designation: Recruiter**

- ☐ Sourcing and screening the profiles of prospective candidates by using job portals.
- ☐ Scheduling interviews for the candidates with the client.
- ☐ Forwarding potential candidates to client for technical discussions and follow up.
- ☐ Follow up the offered candidate till the date of joining.

- ☐ Maintaining daily trackers, Weekly trackers Monthly Trackers using MS office Excel. i.e., Recruitment Trackers, Candidate Trackers, Database Trackers. Follow up the persons till end of the joining.
- ☐ Worked on Various clients like HDFC Life, Max life, Info search BPO, Home credit ind

Pvt ltd, K Raheja hospitality, Rhytha web solutions, KR Bakes, SARE Homes, Veeras infotek, coffee day etc.

## **Educational Qualifications**

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- ☐ Master's degree in MBA (Human Resource & Finance) from Jaya Engineering College, Thiruninravur, Anna University with 78% (2015).
- ☐ Bachelor Degree in B.Sc (Electronics & Communication Science) –Jaya College of Arts & Science, Madras University with 86% (2010-2013)

## **Personal Details**

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**Father's Name** : Venkatesan G  
**Mother' Name** : Suseela V  
**Husband's Name** :Ashok Kumar B  
**Date of Birth** : 07.04.1993  
**Marital Status** : Married  
**Nationality** : Indian  
**Address** : No:3, Panchayat Colony, Kundrathur, Chennai - 69

## **Declaration:**

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

Place:

Yours faithfully

Date:

(Devi V)

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