

AJEETH.B



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OBJECTIVE:

To become a part of an organization where learning and innovation are the order of the day and where I can use my knowledge and talent to the fullest extent possible for the growth of the organization and myself.

EDUCATIONAL QUALIFICATION:

Name of the Course	Institute / University	Board / University	Year of Passing	Percentage of Marks
MBA	Mailam Engineering College	Anna University	2018	CGPA 7.5%
BA ENGLISH	SSBS Tamil & Arts College Mailam	Thiruvalluvar University	2016	59.5%
HSC	Sri SivapragasaSwamigal Hr Sec School Mailam	STATE BOARD	2013	54%
SSLC	Sri SivapragasaSwamigal Hr Sec School Mailam	STATE BOARD	2011	55%

EXPERIENCE PROFILE:

- ❖ **REIL Electricals India Ltd.,**
HR Executive..,(01.07.2018) To (Till Now)
- ❖ I am presently working as a HR Executive at REIL Electricals India Ltd.,
(Requirement, Payroll, PF & ESI Challan generated in online, Labour Contract, All Government Files Maintenance, Attendance, Wages & Forms Maintenance, Admin).
Period: July 2018 to Till Now.

ROLES AND RESPONSIBILITIES:

- Attendance and Leave Card Maintenance, Individual Employee files Maintenance.
- Payroll Process & Daily wages Labours.
- Monthly Activities of PF, ESI Challan generate process and Online Payment.
- Handling Internal & External Issues as an Industrial Representative.
- Admin Bills Checking (CL, Garden, Security, CAB, Mobile bills and Courier bills etc.,).
- All Government Files Maintenance like Factory Licence, Commune Panchayet Licence, Pollution Control and Ground Water Authority, Inspector of Factories and Labour Department.
- Flight Tickets, Train Tickets and Car Booking from Yatra Travels.
- ISO Certificate (HR Documentation).
- Requirement Process (Conduct Interview and Appointment Letter issuing). Conduct Exit Interview, Service Certificate and Relieving Order Issuing

ACHIEVEMENTS:

- Cost Reduction from HR & Admin Bills.
- Reduce cash Transactions.
- I give my best to company in all the stages.
- Solve the CL Problems

PROJECT PROFILE:

- ❖ A Study of Employees Absenteeism With Reference To Auro Electronics, Pondicherry.
- ❖ Summer Training In Tirumala Milk Products (P) Ltd,Coimbatore.

CO-CURRICULAR ACTIVITIES:

- ❖ Participated in Ad Zap, Business Quiz Competitions.
- ❖ Industrial Visit to HATSUN AGRO PRODUCTS,Kanchipuram on March 18th 2017.
- ❖ Industrial Visit t INDIAN INSTITUTE OF FOOD PROCESSING TECHNOLOGY ,Tanjore on August 11th 2017.

EXTRA-CURRICULAR ACTIVITIES:

- ❖ Active NSS Volunteer in school,College and Participated in NSS Camps&Training.

AREA OF INTEREST:

- ❖ Human Resource Management Systems
- ❖ HR Compliance
- ❖ Organizational Design
- ❖ Payroll

COMPUTER & TECHNICAL KNOWLEDGE:

- ❖ DCA
(Excel, Word, Power Point, Mail Merge, etc.,)

STRENGTH:

- ❖ Quick Learner
- ❖ Smart Worker
- ❖ Event Organizer
- ❖ Team Building
- ❖ Leadership

PERSONAL PROFILE:

Father's Name : Mr.BALU.K
Mother's Name : Mrs.Govinthammal.B
Date of birth : 26-07-1996
Gender : Male
Language Known : Tamil,English
Marital status : Un married
Nationality : Indian.
Hobbies : Reading Books,News,and Stories
Permanent Address : No :20,Mariamankovil Street,
Velianur village&Post
Tindivanam (T.K)
Villupuram (Dist)
Tamilnadu-604304

Place :

SIGNATURE

(AJEETH.B)

Date :