

Curriculum Vitae

BENIEL. A

No: 206 Periyar Pathai
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Objective:

To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

Personal Strength:

Communication Skills, Confident & Positive Attitude

Education Qualification:

- **MBA** (Human Resource Management & Finance)
Dr.M.G.R University,
Maduravoyal Chennai- 600095
Academic Year– 2018
First Class Pass -75%

- **BBA** In St.Joseph's College of arts and science,
Kovur, Chennai –600128
Academic Year - 2015
First Class Pass- 68%

- **HSC** – Arputharaj Matric Higher Secondary School,
Choolaimedu Chennai - 600094
Academic Year-2011- 65%

- **SSLC** – Arputharaj Matric Higher Secondary School,
Choolaimedu Chennai- 600094
Academic Year-2009 - 55%

Computer Skills:

MS Office, Word, Excel. Power Point

➤ WORK EXPERIENCE:

1. HR Admin & Recruitment

- **Lambiga Resource Management Pvt Ltd**
- From 7th January 2019 to December 6th 2021
- Phone Interview, Scheduling, Making interview Process
- Sourcing the Resumes through Portal (Indeed)
- Shortlist, Selecting, Sending mail to candidate for interview
- Maintaining Candidates Records
- Answering to Candidates Queries
- Arrange Training Timings, Travel
- Reporting to Manager
- Maintaining Candidates Documents
- Maintaining Old and New resumes of candidates
- Maintaining Candidates Database

➤ WORK EXPERIENCE:

2. HR Assistant & Generalist

- Worked in **Faber Sindoori Management Pvt Ltd**, Chennai
- from Aug 20th 2018 to December 15th 2018
- Maintaining Attendance Register,
- Maintaining New Joining Formalities, Issuing ID Cards
- Issuing full kit of housekeeping materials to new comers
- Data Entries, Maintaining Attendance notebook
- Payroll Process

TOTAL WORK EXPERIENCE: 3 Years & 3 Months

Roles And Responsibilites

Recruitment :

Searching the database/web/jobsites to source out the required resumes /cv
,Speaking/Emailing to the screened/short-listed resumes and checking their
availability and interests ,Sell and forward the interested candidate resumes to clients
against requirements with the help of senior recruiter (recruitment team) , Exposure of
Handling three verticals IT , ITES & Non IT recruitment , Training the candidates on

interview pattern and interview tips for all the rounds of interview , Making Cold calls & Head-hunting

HR Generalist :

Taking Care of Joining formalities of the Employees , Co-ordination with the new joiners of the internal employee ,Issuing the Offer Letter and explain the salary details , Employee Relationship , Handling Exit Interview ,PMS System of the Employee & Processing Employee PF, ESI, Medclaim & Other Employment Registration forms

Payroll:

Taking Care of Complete Staff Data Base, Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Filings, etc. Taking Care of routine Tax planning Co-ordination for the Employees. Monitoring Relieving Procedures and Settlements & General administration-related work and Employee Co-ordination & Maintaining the Contract Employees details

Projects (Academic projects):

- Main project in **ISON COMPANY in Kanthachavadi**, Titled “A STUDY ON **EMPLOYEE RETENTION** ” for the period of 2 months

Extra Curricular Activities:

- Music
- Playing Keyboard And Guitar
- Cricket

Personal Details:

- Father's Name : R. Amos
- Date of Birth : 01/03/1993
- Nationality : Indian Christian
- Marital Status : Single
- Languages Known : English ,Tamil

Declaration:

I Hereby declare that the above – furnished details are true with Proven records.

Place: Chennai

Date:

**Signature
(A. Beniel)**