

RESUME

R. KALAIARASI

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Career Objective:

To seek challenging avenues where my knowledge and experience matches with the organization's growth and to continue for the achievement of organizational goals with the betterment career prospects.

Academic Profiles:

- **B. Sc (Mathematics)** (2014-2017) from **Sri Kanyaka Parameswari Arts And Science College for Women**, Chennai with **70%**
- **12th** (2014) from **K. Arumuga Nadar Girls Higher Secondary School**, Chennai with **68%**
- **10th** (2012) from **K. C. Sankaralinga Nadar Higher Secondary School**, Chennai with **73%**

Experience Details:

Dec 2017 - till working as HR Executive in Intech Systems Chennai Private Limited, Guindy.

Job Responsibilities:

- Responsible for assisting in all stages of the recruitment cycle.
- Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
- Arranging interviews and clearing 1st level of Interview for candidates, after that will pass resume for check technical round to that concerned team.
- After completion of Interview, will ensure whether the candidates shortlisted or not.
- Preparing job Offer paperwork and supporting successful staff induction for New Joiners.
- Making sure that all employee records are accurate and well maintained.
- Organizing training for New Joiners (Only for Technical).
- Setting up and maintaining an Employee's personnel files.

- Updating both manual and electronic personnel records when an employee's personal details changed.
- Finalising paperwork for when a member of staff leaves employment.
- Reading all correspondence including Job applications and CVs that are sent in.
- Writing job adverts and posting them on online job boards like Our Company Website, Indeed, Nakuri, Monster, etc.,
- Responding to employment verification requests and doing employment verification for all Experienced New Joiners through Mail.
- Processing Employment Agreement for Technical Employees and ensuring the notary is done for all agreement.
- Drafting Appointment Letter for New Comers & Relieving Letter for leaving Staffs. Also will draft work permit letter and Gate Pasd for Engineers & Technician to work inside the Companies like Hyundai, L&T, Renault Nissan, etc.,
- Ensuring & modifying company Standard Operating Procedures 3 months once.
- Responsible for Processing Business Cards (Visiting Card) and ID Cards for all Existing Employees.
- House Keeping Monitoring done in all Cabins.
- Credit Card processing for all Engineers
- Vehicle Insurance also take care by me
- Also will take care of Relieving formalities for leaving Employees.
- Also will work as alternate to Front Office and will perform like Calls handling, Call report taking, Customer handling, Daily Attendance Count taking, Attendance Handling, Stationery Maintenance, Ordering Stationery and Medical Items, Keeping Front Office neat and tidy, Arranging rooms for Meeting, House Keeping Monitoring of Building, House Keeping Reports Handling, etc.,
- An alternate person to Email PC and will remind concern to making payments for all Office Insurance, Buliding Maintenance, Mobile Bills, Vehicles Insurance, Credit Card Bills on monthly basis.

Previous Company: Crown Solutions (Indirect employee of TCS)

Duration: June 2017 – December 2017

Role: International Trade Export.

Job Responsibilities:

- Responsible for allocating Bills.

- Surfing all documents like, Invoice, Bill of Lading, Airway / Seaway Bill, Letter of Credit, Lorry Receipt, Certificate of Origin of goods, Inspection Certificate, Insurance Document, Bill of Exchange, Packing List, etc.,
- Entering all the details in Software bill after completion of documents checking.
- Raising queries to Compliance team like high risk goods or high risk country involving like Destination or Destination nearby Ports, Documents missing, etc.,
- After Compliance team confirmation will proceed the Queries bill.

Achievement:

- **Guides Annual Training Camp** attended **2days** which held at Hoskottu, Chennai (2012).
- Winner in **Tamilaga Panpaatu Kankaatchi Vina Vidai Poti** (2013).
- NSS Special Camp attended 3days at Kuchalambal Kalyana Mahal, Chennai (2014).
- Participated in **Guinness World Record** (World Largest Human National Flag Formation) at YMCA College Of Physical Education in Nandanam, Chennai (2014).
- **Finals Winner in Hello FM Kalloori Saalai** (2015).
- Attended NSS Rally on Green **Kalam** at Queen Mary's College, Chennai (2016).
- Attended Rotaract **TRIO Rally** On Income Tax Declaration Scheme at Elliot's Beach, Chennai (2016).
- Participated in Rotaract **Cycle Rally** - Swachh Bharat Kashmir to Kanyakumari Tour de Rally, Chennai (2016).
- **Finals Runner in Hello FM Kalloori Saalai** (2017).

Co-curricular Activities:

- Type Writing

Extra-curricular Activities:

- Athlete in School
- NSS Volunteer and Rotaract member in College.

Technical Knowledge:

- Outlook
- MS Office
- Type Writing

Strengths:

- Ability to do multitask
- Flexible and Adaptable
- Smart Working
- Positive Attitude
- Confident

Interested In:

- Drawing
- Stitching
- Embroidery
- Indian Coins Collecting

Personal Details

Date of Birth : 15.04.1997
Father Name : Rajendran S
Spouse Name : Ranjith Kumar R
Gender : Female
Nationality : Indian
Religion : Hindu
Marital Status : Married
Languages Known : Tamil, English
Address : No. 27, Duraisamy Nagar,
Main Raod, Porur,
Chennai - 600 116.

Declaration

I hereby declare that all the above mentioned information's are true to my knowledge and best of my belief. I am sure that I will show my best performance if opportunity is given in your esteemed Organization.

Place: Chennai.

Date:

(KALAIARASI. R)