



SHEIKH KHADHER.S
(HUMAN RESOURCE ADMINISTRATOR)

113, Main road
B.Mutlur&post,Bhuvanagiri (tk)
Cuddalore (dst) Tamilnadu-608501
Mob: +91 9976846996
Email ID: sheikhkhadher6189@gmail.com

OBJECTIVE

- As An HR Administrator, responsible for administrative tasks related to the day-to-day operations of the company. This includes, but is not limited to, handling payroll, processing employee time cards, coordinating benefits and insurance, maintaining personnel records, and providing support to Human Resources.

EXPERIENCE:

Human Resource Executive & Site Admin :

LSS/LMC – IL&FS TAMILNADU POWER COMPANY LTD (3 Years)

Duration of Work (12.12.2021 – Till present)

Responsibilities:-

- Maintained the up keep of all incoming and outgoing employee verifications, unemployment worksheets, and termination letters to agencies.
- Facilitated all new hire orientation to on boarding employees, and administered safety and health test to appropriate departments.
- Carried out an audit of company procedures, practices, and documents regularly to identify possible weaknesses or risks; resolved employee concerns about legal compliance & Wages Registers & Muster Roll & Workman Registers...etc...,
- Support various teams within the organization as needed, including but not limited to **Procurement, Health Safety & Store Support and Finance**.
- Prepare and audit correspondence, reports, and presentations.
- Maintaining Site Canteen & Accommodations & Site housekeeping maintenance.
- Manage office supplies and Stationeries, including ordering and restocking.
- Plan and coordinated events, meetings, and conferences.
- Maintained & Registered Employee ESIC, EPFO & Identity Cards & Professional Tax

Junior HR Admininstrator & Executive Assistant :

IVENUS ENGG PAINTING & COATING Pvt Ltd (2 Years – 2 Months)

Duration of Work (10.09.2019 – 30.11.2021)

Responsibilities:-

- Assisted in the administration of HR policies, procedures, and programs Assisted with administering various human resources plans and procedures for all company personnel; assisting in development and implementation of policies and procedures.
- Provided problem resolutions to employee inquiries and employee relation issues Assisted with benefits administration to include claims resolution, change reporting, and communicating benefit information to employees.
- Supported the maintenance of employee records, filing select paperwork and serving as backup support for routine filing.
- Responded to employee inquiries and manage the general HR support email account.
- Maintained New Employee Gatepass procedures with Safety induction & Collecting the kyc & Medical Documents for fitness & On-boarding. Performed data entry and maintained data integrity & Performed data entry and maintained data integrity.
- Responsible for maintaining and updating records and database on a regular basis and overseen generation of the weekly, fortnightly, monthly and annual reports.

EDUCATIONAL SUMMARY:

- **MBA** – Human Resource Management in Annamalai University in DDE at Chidambaram, Academic year (2020 to 2022).
- **MA(Eng)-** Master of Arts in Annamalai University at Chidambaram, Academic year (2017 to 2019).
- **BA(Eng)** –Bachelor of Arts in Shree Ragavendra Arts & Science College, Thiruvalluvar University, Academic Year (2014 to 2017).

PROFESSIONAL COURSES :

- **HR Payroll** – Specialist Professional course at NIA at Chennai
- **DCA** – Diploma in computer application in VEFI (Computer Operation, MS Office)
- **TALLY-** {ERP 9, GST} in NavoInfotech at chidhambaran
- **IOSH (UK)** Institution of Occupational Safety and Health Course in GSSC at Chidhambaran
- **DIS** – Diploma Industrial Safety in Annamalai University at Chidhambaran Period of Study (2019 to 2020)

AWARDS & RECOGNITION :

- *Employee of the year award* :- LSS & LMC M/s IL& FS Thermal plant (2023) In recognition of Outstanding dedication, professionalism and commitment to fostering a positive workplace culture.

SKILLS :

- Proficient in Microsoft Office, Responsible and dependable, Great time management skills, Detail-oriented, Team player, Excellent interpersonal skills, Multi-tasker, Fast learner, Organized with the ability to prioritize tasks, Strong administration skills, Flexible and adaptable.

PERSONAL DETAILS

Father's Name	:	Sheikh Ali
Date of Birth	:	09/May/1997
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	English,Tamil and Hindi
Passport No	:	W1307810

"Thank you for your time and consideration. I look forward to the opportunity to discuss my qualifications further."

Best regards,
Sheikh khadher