

RESUME

ANUSUYA S

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No:13/8, 2nd Main Road,
Nanganallur, Chennai - 600 061
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HR & Admin / Secretarial Functions Professional

(Having 10 years of experience)

PROFILE & STRENGTHS

- Competent and result-oriented professional offering 10 years of rich cross-functional exposure across Human Resource, Office Administration, Secretarial Functions, Housekeeping Management, Correspondence Handling, Drafting and Liaison / Coordination.
- Demonstrated expertise in managing entire administrative activities relating to whole office including MD's office viz. Travel Arrangements, Meetings, Correspondence filing, issue of office orders, Offer Letters, Appointment Orders, etc.,
- To continuously learn new processes, develop professional skills and be on a fast track to reach higher positions in the HR / Admin department and make strong contribution to organizational goals.

Educational Qualification

1. Master of Business Administration (Human Resource Management)
2. PG Diploma in Personnel Management & Industrial Relations
3. Bachelor of Commerce

Technical Qualification :

Computer

1. Diploma in Computer Application
2. Diploma in MS Office
3. Diploma in Advanced Software Tech.
4. Working knowledge in TALLY and ERP Software

Additional Qualification :

Shorthand

1. English Lower Passed

Typewriting

1. English Higher Passed

2. Tamil Higher Passed
3. Hindi Higher Passed

Hindi

1. Praveen Uthrardh

PERSONAL DETAILS

Husband's Name : R. Venkatesan

Date of Birth : 12.06.1980

Languages Known : Tamil, English

Nationality : Indian

WORK EXPERIENCE - CURRENT :

Name of the Company	:	Ready LED Lighting Pvt Ltd., Ekkattuthangal, Chennai 600 32.
Duration	:	19.01.2015 to 30.10.2015
Designation	:	Manager - Admin & Sales Coordinator cum Personal Secretary to MD

Job Details:

- Taking care of entire office administration
- Coordinating with other internal departments for executing orders on hand
- Customer pending payment follow-ups
- Searching of tenders
- Preparation and participation in Online and Offline tenders
- Contact new and existing customers to discuss their needs, and to explain how these needs could be met by specific products and services.
- Answer customers' questions about products, prices, availability, or credit terms
- Maintain customer records
- Complete expense reports, sales reports, or other paperwork.
- Arranging candidates for interview
- Arranging for ID Cards and Bank account opening for newly joined employees.
- Maintaining the personal files of all the employees

WORK EXPERIENCE -PREVIOUS :

Name of the Company	:	Kals Distilleries Pvt Ltd., T. Nagar, Chennai - 600 017.
Duration	:	24.09.2008 to 31 st May 2013
Designation	:	Assistant Manager - Admin Cum Personal Secretary to CMD

Job Details:

- Ensuring manpower requirements based on the production targets.
- Getting mandate from respective department, as per plan preparing Job description and Job specification in consultation with the HR Head & concerned Dept Head.
- Developing sources of Recruitment for suitable applicants through job Portals, Employment Agencies, Personal Contacts and Employee referrals.
- Managing of whole selection process that includes coordination and arranging for interview & issuing offer letter / appointment letter and follow-ups with the selected candidates till they join the company.
- Completing the Joining formalities & act as HR Buddy in a structured induction program
- Contract & facility Management.
- Coordinating with the government departments
- Arranging for ID Cards and Bank account opening for newly joined employees.
- Maintaining the personal files of all the employees
- Responsible for all the letters related to employees and sales force after verification of proper documents
- Arranging for Exit interview and other formalities to close the resignees file
- Administration Activities (Pantry, Stationary, Housekeeping, Security, Office boys, Vehicle Administration)
- Purchasing & Maintaining all Company Vehicles and records.
- Timely renewal of company insurance policies and vehicle insurance policies
- Managing CMD's calendar.
- Assisting CMD in Planning his day to-day activities and follow ups.
- Fixing up Appointments
- Managing travel arrangements viz. VISA processing, Hotel reservations, Car bookings, ticket bookings (both Domestic and International).

Name of the Company	:	Empee Breweries Limited (Unit of United Breweries Limited) Kuthambakkam, Thiruvallur - 602 107
Duration	:	21.10.2001 to 07.10.2008
Designation	:	Personal Secretary cum Stenographer to General Manager & Finance Controller

Job Details:

- ❖ Secretarial work for the General Manager and Financial Controller.
- ❖ Keeping all original records of Licenses and Renewals.
- ❖ Maintaining all Government bodies correspondence.
- ❖ Maintaining Personnel Files of Executives & Staffs.
- ❖ Scheduling Meeting / Keeping appointments.
- ❖ Assisting the General Manager in daily routine work.
- ❖ Responsible for day-to-day filing of all important papers and maintenance of records.
- ❖ Co-coordinating with the travel agents and arranging flight tickets & train tickets and arranging airport transfers for our company guests and executives at timely intervals.
- ❖ Arranging accommodation for guests and Executives.
- ❖ Assisting HR Department in typing English / Tamil Letters.
- ❖ Checking Travel and Hotel Bills and certifying the same for payment.
- ❖ Responsible for all Telephone / Fax / Xerox instrument's operation and control.
- ❖ Checking Cash at accounts on daily basis.
- ❖ Preparing statements for monthly and daily MIS given by the concerned Executives.
- ❖ Taking dictation given by the General Manager and sending the same to the concerned.
- ❖ Sending daily reports by E-mail and by fax to the Corporate.
- ❖ Looking after daily Inward correspondence and issuing the same to the concerned.