

S. HONEST RAJ

HR Professional

EXPERIENCE

HR

Ecogreen Cleantech Pvt Ltd

04/2022 - 04/2025 Thoothukudi

Ecogreen Cleantech Pvt Ltd

- Managed cash handling and logistics export handlingPerformed SAP entry and e-invoice creationHandled HR responsibilities including recruitment, payroll preparation, and statutory preparations

Accountant

Ecogreen Cleantech Pvt Ltd

01/2019 - 01/2022 Thoothukudi

Ecogreen Cleantech Pvt Ltd

- Conducted account management and financial operations

Supervisor

NPR

01/2017 - 01/2018 Thoothukudi

NPR is associated with the National Population Register initiatives

- Served as a supervisor ensuring accuracy in operations at NPR

Store Keeper

SSRL

01/2016 - 01/2017 Thoothukudi

SSRL is involved in the production and distribution of salt

- Oversaw inventory and stock management at a salt factory

Data Entry

IDEA

01/2015 - 01/2016 Thoothukudi

IDEA is a telecom service provider

- Handled SIM activation data entry for IDEA

EDUCATION

10th

St Mary's Boys Higher Secondary School

04/2009 - 04/2009 State Board

12th

St Mary's Boys Higher Secondary School

04/2011 - 04/2011 State Board

B.Sc Physics

Voc Arts and Science College

04/2011 - 04/2014 Ms University

MBA HR Admin

Alagappa University

04/2022 - 04/2024 Distance Education

SUMMARY

I am a dedicated HR professional with extensive experience in recruitment, payroll management, and statutory compliance. My background in data entry and supervision has equipped me with a keen eye for detail and strong organizational skills. Currently pursuing an MBA in HR Admin, I am committed to leveraging my educational background and work experience to enhance organizational effectiveness

KEY ACHIEVEMENTS



HR Management Excellence

Significant contributions toward efficient HR practices and successful project oversight in Ecogreen Cleantech

LANGUAGES

Tamil

Native



English

Proficient



SKILLS

SAP

Tally

Gmail

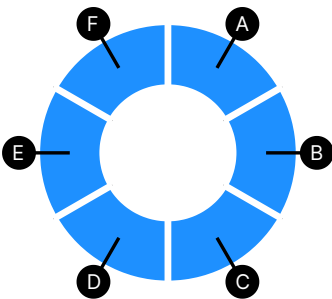
Payroll

TRAINING / COURSES

Additional Courses

Diploma in Office Automation, Type Writing in English (Junior Grade and Senior Grade), Tally

MY DAY



- A Activity / Initiative
- B Activity / Initiative
- C Activity / Initiative
- D Activity / Initiative
- E Activity / Initiative
- F Activity / Initiative