

TECHNICAL SKILLS ✓-Ä-Ç Typewriting ✓-Ä-Ç TORA ✓-Ä-Ç SPSS Education Details

January 2017 MBA Chidambaram, Tamil Nadu SNS College of Engineering

January 2014 HSC at SAV Higher Secondary School

MBA SNS College of Engineering

SSLC Finance at Kamaraj Matriculation School

HR

Skill Details

Human resource, Finance- Exprience - Less than 1 year months Company Details

company -

description -

I.T. Skills ✓-Ä-Ç Windows XP, Ms Office (Word, Excel: Look-ups; Pivot table; other basic functions ; Power Poi
✓-Ä-Ç Saral Payment Package- payroll software ✓-Ä-Ç Internet Applications Education Details

January 2006 Bachelor in Hospitality Management International Hospitality Management Queen Margaret Un
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January 2006 diploma Hotel Management International Institute of Hotel Management

HR

Skill Details

Hr Management- Exprience - Less than 1 year months Company Details

company - Atri Developers

description - ✓-Ä-Ç HR Payroll Statutory Compliance Performance Management

company -

description - Employee Relations and Administration: Creating industry specific Policies, Procedure, Forms, Forms, Letters, Checklists etc

Payroll Management: Salary restructuring to process payroll of 600 employees.

- ✓ Validation of all input (Attendance, Leaves, and Salaries) before starting salary process.

- ✓ Processing accurate & error free salary of employees.

- ✓ Responsible for compensation and benefits administration.

- ✓ Coordinate with Accounts team for salary processing.

- ✓ Attendance & Leave record management

- ✓ Assuring prompt and satisfactory resolution of payroll related queries of all employees.

Statutory Compliance Management:

- ✓ Manage various statutory compliance requirements (PF, ESIC, PT, Gratuity, TDS etc calculations, deduction payment and return filing.

- ✓ Generate statutory reports like Form 16, Form 24Q. Conducting session with employees on Statutory and procedure, compliance related topics.

- ✓ Shops and Commercial Establishments Act (S&E)

- ✓ The Payment of Gratuity Act 1972

Recruitment and Selection: Handling recruitment like job posting in naukri portal and coordination. Create annual manpower plan and budget. Screen and schedule preliminary interview. Arrange for employee orientation. Handle joining formalities and salary account opening formalities.

Performance Management: End to end facilitation of PMS starting from creating Job Description & Appraisal Forms. Disbursement of Letters. KRA setting, Mid-year reviews, Annual reviews, handling all appraisal activities (360 Degree Feedback).

Training and Development: Conduct training need analysis and arrange various training session.

Employee engagement and Employee Welfare: Creation and deployment of Sales Rewards and Recognition Schemes, Periodic Interactive sessions like Monthly Birthday Celebration, Annual Day, Diwali Dhamaka, Offsite

Working on Saral Payment Package- payroll software as well as on excel

Assisting MD in HR works, offering suggestions and answering employee queries on payroll compliance related other benefits (insurance, medical, reimbursement,), full & final settlement of resigned employees.

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BA mumbai University

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company - Mumbai Monorail

description -

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Communication- Exprience - 6 monthsCompany Details

company -

description -
Education Details

MBA ACN College of engineering & mgt

HR

Skill Details

Company Details

company - HR Assistant

description -

KEY SKILLS: ✓ Computerized accounting with tally ✓ Sincere & hard working ✓ Management accounting & income tax ✓ Good communication & leadership ✓ Two and four wheeler driving license ✓ Internet & Ecommerce management COMPUTER SKILLS: ✓ C Language ✓ Web programming Tally ✓ Dbms Education Details

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Dbms- Exprience - 6 months

Management accounting- Exprience - 6 months

Ecommerce- Exprience - 6 monthsCompany Details

company - Valuelabs

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MS OFFICE- Exprience - 6 monthsCompany Details

company - Sri Ramesh Gaarment

description - Tirupur

Administration as well as clients service

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Garments, spinning mills

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HR Activities

Attendance maintenance, Time cards maintenance,

Staffs and labors individual records maintenance

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√Ç~Ä~Ç Advanced automobile collision avoidance and blackbox in CAR

SOFTWARE SKILLS: √Ç~Ä~Ç General Computer Proficiency √Ç~Ä~Ç Program Langages known C, C+, Java, Web Programming √Ç~Ä~Ç Tools & Software know MATLAB. DBMS KEY STRENGTHS: √Ç~Ä~Ç Posse's Good commun and analytic skills. √Ç~Ä~Ç Positive thinking. Sincere, Hard work, Honesty, Responsibility. √Ç~Ä~Ç Enthusiastic new skills & take up new tasks. √Ç~Ä~Ç Self - motivated. √Ç~Ä~Ç Ready to accept challenges Education Details

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