# A.OVIYA

Contact Number: 9894267834

E-mail id: oviyaaniarul816@gmail.com

**OBJECTIVE**

Looking for an opportunity in an organization where I can learn under the guidance of experts in my field of specialization in order to gain knowledge and to get some hands-on experience of the practical aspects.

**EDUCATION BACKGROUND:**

**MSW (MASTER OF SOCIAL WORKS)- Madras Christian College**

Passed Out Year 2017-2019

CGPA-7.9

**PROJECTS:**

* A study to know about the effects of unemployment on youth (Apparao garden)
* A study on socioeconomic status of the people in the rural village-Karaikulam.
* A study on importance of psychometric test in recruitment and selection process of HRM.

**BBA (BACHELOR OF BUISNESS ADMINISTRATION)- VIT Engineering College**

Passed Out Year 2014-2017

Percentage -82.8%

Internship in manufacturing and service sectors.

**XII / Thiruvalluvar Hr.Sec. School**

Passed Out Year-2014

Percentage -86.6%

**X / Thiruvalluvar Hr.Sec. School**

Passed Out Year -2012

Percentage -93.8%

**EXPERIENCE**

**HR EXECUTIVE (FULL TIME)- INCISIVE MONOTONOUS TECHNOLOGY**

**16th DECEMBER 2019 – 20th OCTOBAR 2021**

* New employee induction and engagement activities
* New employee training and evaluation
* Acquired new customer and explaining about our products.
* worked to increased sales from our existing customers
* Negotiated prices for the products and finalized the orders.
* Processed the orders and dispatched as scheduled.
* Raising invoice.
* Followed up for payments.
* Plan to give a tool proposal for new machine or new development jobs.
* learnt end to end HR as well as business process.

**INTERNSHIP EXPERIENCES:**

**EXNORA INTERNAL NGO:**

Learnt many of the social work skills by directly communicating with the slum and interpreted their life style by creating self help groups.

**SUNDARAM DYNACAST PVT LTD**

Made Job Sheet

Shop Floor Exposure

Attendance Management

Study of basic protocols involved and various processes of plant.

**ANANDA VIKATAN**

Employee Data Management Event Organization

**GARUDA POLYFEX FOOD PVT LTD**

Shop Floor Explosure of Food Manufacturing

Various saftey maintance measures

Employee Data Management

Payroll

**TECHNICAL SKILLS:**

* Fair knowledge of the principles of Social Work, Human Psychology and Organizational Behavior.
* Good knowledge of how learning, development, recruitment and attrition play a role in an organization.
* Business communication
* Critical thinking

**ACHIEVEMENTS:**

Got first price in a State level essay Competition about superstitious beliefs and Periyar's thoughts on it.

Languages known: English, Tamil

Date of birth: 16-06-1997

Marital status: Married

Address:

49/34, 2nd cross street, Ranganathapuram,west Tambaram, chennai-600045.