

## **Bindhu Christi M**

Bindhuchristi002@gmail.com

+91 9894257425

### **OBJECTIVE**

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organisation.

### **SKILLS PROFILE**

- MSW in Human Resources Management with 2 years professional experience in Human Resources and Admin Department.
- Comprehensive knowledge on HR competencies, recruitment procedures.
- Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

### **CORE COMPETENCIES**

- Aggressive.
- Detail conscious.
- Good leadership skills.
- Effective communication skills.
- Ability to maintain interpersonal relations.
- Exquisite organizational & management skills.
- Confident.
- Flexible in work.
- Honest.

### **WORK EXPERIENCE**

1. Working as a HR Executive at AVS Hospitality pvt Ltd. (Sep 2017- till date)

#### **Job Responsibilities**

##### **1. Recruitment**

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.

- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

## **2. Training & Development**

- Scheduling and arranging training while coordinating with external trainers and training programs.
- Identification of training needs and nominating candidates for training.
- Encouraging participation of employees in various organizational events.
- Issuing training certificates after completion of the training.

## **3. HR Administration**

- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance musters for workers, trainees & officers.
- Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

## **4. Employee Engagement**

- Celebrations - Diwali, Ganpati Festival, and other company events
- Effectively managing welfare measures, management - employee get together, picnics & parties.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

2. Worked as a HR-executive at Imperial readymade garments factory India (p)Ltd.  
(jan- 2017-July 2017)

## **Job Responsibilities**

### **1. Recruitment**

- Resourcing, screening and short listing resumes through various job portals.
- Short listing the resumes based on the job requirement.
- Conducting telephone and Personal interviews with the HR Manager & Department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

### **2. Training & Development**

- Identification of training needs and nominating candidates for training.
- Coordinating with the External Trainers regarding the Training schedule.
- Scheduling the Training Program & collecting the Feedback.
- Issuing training certificates after completion of the training.
- Evaluation of the employees post training program.

### **3. HR Administration**

- Maintaining employee's personal files and records.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement.
- Generation of Experience Letters, Relieving Letters.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

## **EDUCATIONAL CREDENTIALS**

- Master of Social Work with HR specialization with First Class.
- Bachelor of Business Administration with First Class.
- HSC (Commerce) from State Board with First Class.
- SSIC from State Board with First Class.
- Diploma in counselling from Bishop Heber college, Trichy with First class.

## PROJECTS

**Title:** Reward Management

**Company:** Jai raj industries -Trichy

## COMPUTER SKILLS

- Knowledge of MS Word, Ms Power Point, Ms Excel.
- Internet

## AWARDS & ACHIEVEMENTS

- Won Department First in 3<sup>rd</sup> Semester.
- Volley ball state level player.
- Won Best volley ball player IN Egs Pillay arts and science college-nagapattinam
- Participation in various cultural activities at school & college level.
- Conducted 5 days rural camp in Village

## PERSONAL DETAILS

**Date of Birth** : 02<sup>nd</sup> Decemeber-1993

**Father's Name** : Marie Anthuvan Sagayadoss S (Late)

**Languages known:** English, Tamil

**Address** : No.35, Thomas Arul Street,  
Karaikal, zipcode-609602  
Pudhucherry state.  
India.

**Signature**

**Bindhu Christi M**