**CURRICULAM VITAE**

**First Name of Application CV No 1621302**

Whatsapp Mobile: +971504753686



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**Objective**

I believe in offering my services to the organization, which uses my abilities to the fullest extent, so that the organization and I can work in tandem to reach the pinnacle of success.

**Education Qualification**

* **M.B.A**. - Human Resource & Marketing

(Passed out in 2014 with 1st Class at Anna University)

* **B.A**. – English

(Passed out in 2012 with 2nd Class at M.S University)

**Certification**

* Diploma in MS Office
* Tally ERP.9

**Work Experience**

**Employer:** Mother Technical Training & Testing Centre Pvt Ltd

**Role:** General Admin (Site HR)

**Duration:** June 2015 to Feb 2016

### Employer: [Artistic Art Forum Pvt Ltd](http://www.artisticks.in/)

**Role:** Marketing Executive

**Duration:**2014 August – 2014 December

**Career Contour**

**HR Administration & Payroll Support**

* + Managing Payroll Processing Function involving computation of Salaries.
  + Preparing monthly attendance/input/invoice for employees.
  + Timely & accurate inputs to payroll administration by the 31st of every month.
  + New employee details, new employee salary details, Resignation, Final settlement process.
  + Preparation of all joining documents and ESI Registration of employees.
  + ter changes, Loss of pay, Bank A/c Changes, any deductions and other inputs.
  + Receiving as well as distributing the salary cheques, payslip, ID Cards to the Employees.
  + Maintain statutory Register.
  + Maintain Employee Leave and Comp. Off cards.

**Employee Welfare**

* + Maintaining Personal files for all employees.
  + Creating employee summary.
  + Coordinating the employee events and celebration.
  + Developing the employee Engagement through the encouragementactivities.

**Performance Appraisal**

* + Managing appraisal process.
  + Linked the performance appraisal system to Reward Management.
  + Supporting the employees to complete the appraisal process.
  + Coordinating the Head HR for salary revisions.

**Post Recruitment Process**

* + Creation of employee ID
  + Employees Database Management.
  + Handling Employee’s entry to exit activities.

**General Administration**

* + Billing And Payment Tracking Vendor Management System
  + Stationary Department Coordinating
  + Pro Forma invoice Creation and Invoice raising for payment

**Personal Strengths**

* + Goodcomputer knowledge.
  + Hard Worker&Quick adaptability to new technologies
  + Motivating others.

**Project Done**

Title : Emplyee Engagement (Human Resource)

Company: Vibgyor Automotive Pvt Limited, Sirugulathur, Chennai.

Duration : 6 Months

Description: To find out the level of employee Engagement in VAPL.

**Industrial Visits**

* + - Kerala Automobiles Limited (Govt. of KeralaUndertaking)
    - TITAN Watch Ltd (TIDCO & TATA Joint Venture)

**Personal Details**

Date of Birth : 16/03/1990

Gender : Male

Languages Known : English, Tamil and Malayalam.