**Curriculum Vitae**

Parthiban

[Parthiban.273173@2freemail.com](mailto:Parthiban.273173@2freemail.com)

**Objective:** To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

**Personal Strength:** Communication Skills, Confident , Positive Attitude, Hardworking, Team Work.

**Education Qualification:**

* Advance Diploma in Human Resource and Payroll Management
* **Post Graduation** – I.B.M -York St John university– 2013.
* **Post Graduation-M.B.A-**Adhiparasakthi Engineering College-Anna University-2010
* **Graduation – B.Com** -Sacred Heart Arts & Science College –Thiruvalluvar University – 2008
* PUC / +2 – Don Bosco Matric Higher Sec. School – 2005
* 10th / SSLC – YMCA Brown Memorial Matric Higher Sec. School – 2002.

**Computer Skills:**

* Operating System : MS DOS, WINDOWS
* Planning Software Packages : MS-Office.
* Typing skill : Both Higher and lower In English

**Professional Training – As HR Generalist-Trainee at Ajax Management Consultants Pvt. Ltd,**

**Course: Advance Diploma in H R Management**

**Location: Bangalore**

**During my training at Ajax Consultants, I was given exposure to the following areas**

**Recruitment :** Searching the database/web/jobsites to source out the required resumes /cv ,Speaking/Emailing to the screened/short-listed resumes and checking their availability and interests ,Sell and forward the interested candidate resumes to clients against requirements with the help of senior recruiter (recruitment team) , Exposure of Handling three verticals IT , ITES & Non IT recruitment , Training the candidates on interview pattern and interview tips for all the rounds of interview , Making Cold calls & Head-hunting

**HR Generalist :** Taking Care of Joining formalities of the Employees , Co-ordination with the new jonnies of the internal employee ,Issuing the Offer Letter and explain the salary details , Employee Relationship , Handling Exit Interview ,PMS System of the Employee & Processing Employee PF, ESI, Mediclaim & Other Employment Registration forms

**Payroll:** Taking Care of Complete Staff Data Base, Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings, etc. Taking Care of routine Tax planning Co-ordination for the Employees. Monitoring Relieving Procedures and Settlements & General administration-related work and Employee Co-ordination & Marinating the Contract Employees details

**Work Experience**

**1). Company Name** : York St John University

**Location :** UK, London

**Designation** : Admin Executive

**From :** January 2012 **to .**January 2013

**Job Profile**

* + - * Gathering and organizing the International Students profile to the given format and awarding to the Alumini Manager.
      * Interact with students and resolve their academic issues.
      * Prepare academic reports, records and statistical statements as required by the Alumini Manager
      * Develop academic programs and activities for students
      * Follow university policies, guidelines, laws and regulations.

**2). Company Name** : Marks and Spencer

**Location :** UK,London

**Designation** : Admin Executive

**From :** November 2011 **to**  December 2011

**Job Profile**

* Resolve conflicting and complex issues relating to customer services.
* Organize and schedule customer orders to an appropriate department.
* Interact with customers to know their requirements and needs.
* Maintain and manage customer files and databases.
* Coordinate and collaborate with cross-functional teams to ensure quality services to customers.

**3). Company Name** : Sri Aravind Enterprise Pvt Ltd

**Location :** Chennai

**Designation** : Management trainee – HR, HR Executive-Admin

**From :** June 2010 **to**  July 2011 , February 2013 to December 2014

**Job Profile**

* Trained for Ensuring Occupational Safety & Health Administration (OSHA) of the employees.
* Trained for the Administration Recruitment & Employment
* Involved as a team in organizing & training Programs & Seminars for the employees.
* Worked towards getting the WRAP certificate for the organization.
* Provided the administrative support and managed organizational policies and procedures.
* Drove Employee loyalty initiatives through effective and efficient employee relationship management.
* Handling the employee benefits program
* Plan, organize, coordinate the personnel, training, or labor relations activities.

**Company Name** : Value Consulting INC Pvt Ltd

**Location :** Mumbai

**Designation** : Management trainee – HR, HR Executive-Admin

**From :** Jan 2015 **to**  December 2015

**Projects (Academic projects):**

* A Study on Analyzing General Management with Reference to the EasunReyrolLimited, Hosur.(SIPCOT Industrial Complex).

{Duration-1 month ; Team Size- Individual}

* A study on Analyzing Stress management with reference to the Stump SchueleSomapa Springs Pvt Ltd., Thiruvallur.

{Duration-4 month ; Team Size- Individual}

* A study on Analyzing the Online supermarket In India,uk.,

{Duration-1 month ; Team Size- Individual}

**Achievements:**

* Presented a paper on GLOBALIZATION in a National Level seminar.
* Participated in various paper presentations and seminars in U.G & P.G conducted by the Colleges.
* Conducted INTER COLLEGIATE COMMERCE FEST in college.

**Extra Curricular Activities:**

* Served in NCC for three years (UG).
* Participated in Inter College Football Events.

**Personal Details:**

* Date of Birth : 29-01-1986
* Nationality : Indian
* Marital Status : Single
* Languages Know : Tamil, English