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| **Jesu** | | | | | | |
| **PERSONAL STATEMENT** | | | | **ADMIN / HR MANAGER** | | | |
| *“With Just* ***6 plus years*** *of career in Indian market, I have much to learn in terms of administration, business promotion, strong leadership skills and surpassing performance parameters. Presently seeking a challenging management position in forward-looking organization to use gained expertise, contacts, and industry knowledge. Ready to assume responsibilities with vigour and commitment”.* | | | | Result-driven professional with exceptional administrative skills and key account management performance in last **6 plus years**. Expert in performance appraisal and organizing comprehensive successful Trainings Periodically; Headed new initiatives with proven abilities to direct operations in line with organizational objectives. Extensive administrative experience coupled with excellent organizational skills and the ability to multi task effectively; Provided better result by monitoring accounts and through regular Payments follow-ups. | | | |
| **STRENGTHS** | | | | | | | |
| * Employee Database Creation & maintenance | | | | | * Performance Appraisal. | | |
| * Manpower Recruitment, Training & Development | | | | | * Account Monitoring and Payment Follow up | | |
| * PF ESI Activities | | | | | * Stock Inventory maintenance | | |
| * Call Centre Maintenance\ * Training Programs | | | | | * Expense Monitoring & control | | |
| **EMPLOYMENT HISTORY**   * **Admin Manager,** Care Enterprises, India, April 2013 to March 2016. * **HR – Admin Manager**, Amruta Engineers, India, May 2009 to March 2013 | | | | | | | |
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| ***Profile: HR – Admin Manager*** | | | | | | | |
| * Created the HR related activities from the base level – Created individual Employee folders & Data Bases, Manpower Planning, Facilitating Recruitment, Selection, induction, Training and Development Programmes. * Created the Performance review monthly based on the number of activities carried out by the individual as well as based on the quality of the work. * Maintain all HR files and Clients information in various forms like clients’ database, clients Profiles, preparing all HR letters and Certificates * Organized and Conducted regular meetings between the Employees and the Directors * Business Development in the office by generating revenue through regular follow-up for the payment from the customers * Payment of Salary and Site Expenses through Net Banking * Created the accounts in Tally, regular monitor of Debtors/Creditors account, exporting Expense reports from Tally and validating * Monthly account monitoring, Budget and revisiting the same budget. * Stock Inventory has been created and the same has been evaluated through Excel as Branch stocks also created. * By regularly educating the admin Employees the Computer maintenance has been reduced to the minimum. * Carried out Call Centre activity for more than a year and appointed person with the required qualities. It was to maintain for all the dealer of Tamilnadu in single place and created a single point of contact. * Monitoring and following-up sales and service activities given to the Technician | | | | | | | |
| **EDUCATION**   * **Master of Social Work (MSW-HR)** from Jamal Mohamed College (Affiliated to Bharathidasan University, Tamil Nadu, India (2007) * **Bachelor of Arts in Sociology, Philosophy & Economics -** St. Francis de Sales’ College (affiliated to Nagpur University) | | | | | | | |
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| **OTHER QUALIFICATION**   * **Advanced Diploma in Using Tally ERP 9 (With Taxation & Pay Roll)**, “A” Grade - (VSMF0039428022013)) * **Philosophical Studies,** Nagpur St. Charles Seminary | | | | | | | |
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| **TRAINING QUALIFICATIONS**   * Field work training in ***Toolfab Engineering Industries (P) ltd.***, Trichy * Field work training in ***Dalmia Cements.***, Trichy. * Training in ***JVS Exports***, Karur as ***HR Executive***, From May 2009 – June 2009 * Block Placement training in ***Orchid chemicals & pharmauticals (p) Ltd***, Chennai | | | | | | | |
| **IT SKILLS**   * **Good knowledge of MS Windows and MS Office Applications.** * **Good knowledge of Configuring Printers, Scanners & other accessories** * **Good Expertise in account expense monitoring and Took monitoring through Tally ERP** | | | | | | | |
| **PERSONAL SKILLS**   * **Good Communication and can speak fluently** * **Self – Motivated and Creative** * **Flexible and problem solving ability** | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | |
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| Date of Birth |  | | : 04-03-1984 | | | | |
| Nationality |  | | : Indian | | | | |
| Marital Status |  | | : Single | | | | |
|  |  | |  | | | | |
| Languages Known |  | | : English & Tamil | | | | |
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