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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.
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| * Manpower Recruitment, Training & Development
 | * Account Monitoring and Payment Follow up
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| * PF ESI Activities
 | * Stock Inventory maintenance
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| * Call Centre Maintenance\
* Training Programs
 | * Expense Monitoring & control
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| **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
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| **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
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| **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**
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| **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 |
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| Languages Known |  | : English & Tamil |
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