**SHANTHI**

**SHANTHI.336864@2freemail.com** ****

**CAREER OBJECTIVE:**

To live honest and hard life to work in a highly challenging competitive environment for the enhancement of my creative abilities and optimum profitability of the organization.

**PROFESSIONAL QUALIFICATION:**

* Completed 2 – Year Degree in Master of Business Administration with 73% from P.S.R. Engineering College, Sivakasi(2012- 14)
* Completed 3 – Year Degree in Bachelor of Business Administration with 59% from Ayya Nadar Janaki Ammal College, Sivakasi(2009- 12)

**JOB PROFILE:**

Worked as a Assistant HR in Sripathi Paper and Boards Pvt. Ltd., Sivakasi.

(Period from Aug 14 to Oct 15)

**JOB DESCRIPTION:**

* Preparation of Payroll for workers and staffs( including PF, ESI, GRADUITY)
* Preparation of OT
* Checking and Maintaining the attendance for workers and staff everyday.
* Everyday signature of the employee job card.

**PROJECT WORK:**

* **Summer Project :** A Study On Customers’ Satisfaction Level Towards

 Products and Service at Sri Balaji Super Market, Sivakasi

* **Main Project :** A Study On Employees’ Opinion Towards Effectiveness of

 Performance Appraisal System in Sripathi Paper and Boards (P) Ltd.,

 Sivakasi.

**EVENTS AND WORKSHOPS:**

* Studied Certificate Course in Export Management
* Attended workshop in V.V. V college for women on the topic of “Research Methodology”
* Participated in “Stress Management and Leadership programs” in ANJA College
* Attended workshop in “Personality Development” V.V. V college for women
* Attended workshop on “Higher Education and Entrepreneurship” in P.S.R Engineering College
* Participated Madras Management Association Student Chapter workshop on “Presentation Skills” in P.S.R Engineering College
* Participated of “Dumb Charade” in Nadar Saraswathi College of Arts and Science

**AREA OF INTEREST:**

* HR, Admin

**TECHNICAL SKILLS:**

* Working knowledge of MS-WORD, EXCEL, POWER POINT.
* Basic Operating System : WINDOWS 7, WINDOWS 8 and WINDOWS 10.

**PERSONAL SKILLS:**

* Very enthusiastic and quick learner
* Confident to work
* Easy to adopt any kind of environment.

**PERSONAL DETAILS:**

* Date of Birth : 10.04.1992
* Languages Known : English & Tamil
* Hobbies : Searching web, Watching Tv.

**DECLARATION:**

I honestly declare that the above mentioned details are true to the best of my knowledge.