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|  |  **RESUME** **KAUSELYA** C:\Users\balajisekar\AppData\Local\Microsoft\Windows\INetCache\Content.Word\kauselya2.jpgDubai (Visit Visa) E-mail: **KAUSELYA.338632@2freemail.com**  |
|  | ObjectiveTo be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization.**Work Experience (2+ Years)*** **QIC (Qatar Insurance Company, India)**

 Worked as a **HR Executive / Office Administrater** from (June-2016 to December-2016)  **Duties and Responsibilities :*** Answering employee questions
* Creating and distributing documents
* Providing customer service to organization employees
* Serving as a point of contact with benefit vendors/administrators
* Setting appointments and arranging meetings
* Maintaining calendars of HR management team
* Compiling reports and spreadsheets and preparing spreadsheets
* Identify criteria needed for the job & gathering candidates through the usage of available resources internally and externally
	+ - Screening of Resumes.
		- Calling candidates.
		- Interview Scheduling.
		- Maintaining Proper Database for each Employee
* **Sky Engineering (ISO 9001 Certified company) Chennai, India**

Worked as a **HR Executive / Office Administration** from (May-2014 to June -2016) **Duties and Responsibilities :*** Updating and maintaining employee benefits, employment status, and similar records
* Maintaining records related to grievances, performance reviews, and disciplinary action
* Performing file audits to ensure that all required employee documentation is collected and maintained
* Performing payroll/benefit-related reconciliations
* Performing payroll and benefits audits and recommending any correction actionCompleting termination paperwork and assisting with exist interviews
* Maintenance the Accounts details

**Core Competencies*** Sound knowledge of HR workings.
* Good command over HR concepts.
* Familiar with working of Ms Excel.
* Problem solving skills.
* Can work under pressure.
* Target oriented.

**Position Served*** Office Receptionist , Secretary
* Accounts
* HR
* Administrator
* Customer Support

**Qualification****April 2014 - MBA Finance and HR** Sathyabama University, Chennai, India **(**CGPA: 80)**April 2012- BE** Computer Science and Engineering Rajalakshmi Engineering College, Chennai -Tamil Nadu, India (CGPA: 75.57)April 2008-XII Standard, Sri Vidhya Mandir Higher Secondary School, Uthangarai -Tamil Nadu , India -Marks: 1019/1200(82.63%)April 2006-X Standard, Lions Matriculation Higher Secondary School, Tirupattur-Tamil Nadu , India -Marks: 909/1100(84.91%)Technical Expertise* Microsoft Office, Outlook , Tally ERP 9

**Personal Skills*** Ability to move with people easily.
* Willingness to learn quickly and work hard.
* Ability to work as a team.

Under-Graduate Project * Identification of Centroblasts using image analysis.

**Post-Graduate Project*** Effectiveness Of Internet Banking in Indian Bank, Chennai..

Co-Curricular / Extra Curricular Activities* Acted as **School Pupil leader** during my School days.
* Represented my school in district level Shuttle competitions during my school days.
* Active member of Rotract Club at Rajalakshmi Engineering College.
* Class Topper in 1st and 2nd Semester exam in Sathyabama University.

 * Actively Participated in Entrepreneurship Awareness Camp at Sathyabama University.

PERSONAL INFORMATION:Date of Birth : 06th December 1990Sex / Marital Status : Female / MarriedNational / Religion : Indian / HinduExpiry Date : 02/06/2026 Languages Known : Tamil, Hindhi & English   |
|   | I, KAUSELYA do confirm that the information given above is true to the best of my knowledge.Place : Karama (Dubai) Date :SIGNATURE  |