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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**](mailto:KAUSELYA.338632@2freemail.com) |
|  | Objective  To 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 action Completing 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 1990  Sex / Marital Status : Female / Married  National / Religion : Indian / Hindu  Expiry 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 | |