KAMATCHIDEVI

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***Human Resources Assistant***

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|  | **PERSONAL SUMMARY**  A graduate caliber Human Resources Assistant who has extensive knowledge of recruitment selection and administration processes. Kamatchidevi is a confident individual who is good at building effective relationships at all levels of an organization. She will have no trouble handling a variety of personnel related issues. In her current role she supports the HR service by carrying out a range of administrative HR tasks. Right now she is looking for a suitable role with a company that wants to recruit talented and proven people like her. |
| **AREAS OF EXPERTISE**  *Updating employee records*  *HR processes*  *Maternity leave*  *HR Administration*  *Recruitment*  *Absence monitoring* | **WORK EXPERIENCE**  ***MRP Enterprises, Coimbatore Human resources assistant (Sep 2015 – Feb 2017)***  Present Responsible for assisting in all stages of the recruitment cycle, from responding to enquiries, arranging interviews, completing job offer paperwork and supporting successful staff induction.  ***Assistant Programmer for the general body Election 2015 (Jan 2015-Jul 2015)***  As an Assistant Programmer in the District Collector Office at Coimbatore for more than 7 months as a team under the State Election Commission  ***Airtel, Coimbatore Customer relationship officer in telecom service (Jun 2012-Dec 2014)***  Handling customer quires, sales, Maintaining reports, Customer services, Problem Solving, Working in Oracle CRM use by the customers and Store In charge, Mail process in outlook |
| **PERSONAL SKILLS**  *Building relationships*  *High energy levels*  *Proactive*  *Organized*  *Numerate*  *Investigative*  *Strong communicator*  *Problem solver*  *Creative*  *Enthusiastic*  *Self-motivated*  *Team player*  *Flexible* | **DUTIES**   * Assisting with the day to day operations of the HR Admin department. * Being the first point of contact for all general HR enquiries, administration and correspondence. * Ensuring all paperwork received is scanned and stored both electronically and on the employee's paper file. * Providing clerical and administrative support to Human Resources executives. * Managing sickness records and the overall sickness administration of the company. * Prioritizing and managing own workload without supervision. * Handling staff enquiries on a daily basis. * Talking to both existing and potential employees on a daily basis. * Writing individual non-standard letters and emails to employees. * Ensuring that all company HR processes and procedures are properly followed. |
| **COMPUTER SKILLS**  *MS Office*  *C, C++*  *Visual Basic*  *Oracle* | **KEY SKILLS AND COMPETENCIES**   * Extensive previous administrative experience of working in a HR department. * Excellent organizational and administrative skills. * A positive and enthusiastic attitude with the ability to self-motivate. * Proficient in using Microsoft Office applications. * Can co-ordinate a wide range of activities at any one time. * Demonstrated ability to manage a team. * Excellent communication and interpersonal skills. * Highly detail-oriented and organized. * Ability to meet a constant stream of deadlines. * Familiarity with software and programs. * The capacity to make quick but rational decisions. |
| **PROFESSIONAL**  *Tamil*  *English*  *Hindi*  *Malayalam* | **ACADEMIC QUALIFICATIONS**  ***Bachelor degree - B.Sc Computer Science***  ***MBA – Human Resource Management***  ***Diploma – PC Hardware*** |
|  | **REFERENCES –**Available on request.  I hereby declare that the above furnished information is true to the best of my knowledge and belief.  (s/d) |
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