KAMATCHIDEVI

KAMATCHIDEVI.351704@2freemail.com 

 ***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.
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| **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.
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| **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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