Resume- SENTHIL



**SENTHIL**

Contact: C/o 0504753686

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**Objectives:**

* **Recruitment and Salary Management for a E – Publishing Company from March’16 till February’17.**
* **Documentation, Payroll Management, and Employee Management in a E – Publishing Company with 1 years of experience.**
* **Quality control Operator in an Automobile company for 6 Months.**
* **Highly Motivated, Quick learner, and easy adapter in any new Environment.**
* **Employee relations, MIS Management, Technically Efficient, and Problem-Solving Skills.**

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**Academic skills:**

**TNQ Books and Journals (E – Publishing Company)** March’2016 –February’2017 **Role:** Executive–Human Recourses

**Role Description:**

* *Recruitment:* Prepare and take approval for Salary Structure and Issuance of Offer letter of the

selected candidates.

 *Documentation:* Documents to be collected and appointment letter to be issued. Induction tobe given on the joining of the employee.

* *Compensation & Benefits:* Monthly / Weekly MIS to be sent to Branch Head / HR Manager.
* *Payroll Management:* Handling monthly payroll and yearly forms for employees. Performs a wide variety ofrecord keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances.
* *HR Administration:* Reviewing, updating and maintaining proper filing of PF Forms, HRhandbook, performance appraisal form and training schedules.
* *HR Management:* Handling all employee enquiries & grievances. Negotiating with staff and theirrepresentatives on issues relating to pay and conditions

**SL LUMAX Industries LTD (Automobile Production Company)** July’2015 – February’2016 **Role:** Trainee Operator (Quality Control)

**Role Description:**

* Analysis of Automobile Chassis, Head Lamps, Rear Bulbs.
* Increasing productivity for up to 30% per day.
* Achieving Gold star for increasing in productivity than the normal rate.
* Achieving Silver star for good communication and Interpersonal Skills.



**Professional skills:**

* Possess excellent communication and Interpersonal skills.
* Versatile team leader coupled with team coordination skills
* Keen to learn and equipped with Multi-Tasking personality.
* Willing to take responsibility and accept challenges.
* Adaptable to new environment.
* Smart worker with excellent people management skills.



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**Qualification:**

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| **Name of Certification / Degree** |  | **Specialization** |  | **Authority** |  |  |
|  |  | Mechanical |  | **Vinayaka Mission’s Kirupananda** |  |  |
| Bachelor of Engineering (B.E) |  |  |  | **Variyar Engineering College,** |  |  |
|  |  |  |  | **Salem, Tamilnadu, India.** |  |  |
|  |  | Computer Science |  | **AKT Matriculation Higher** |  |  |
| Higher Secondary Certificate (HSC) |  | /Mathematics |  | **Secondary School, Kallakuruchi,** |  |  |
|  |  |  |  | **Tamilnadu, India.** |  |  |
|  |  | Science/ |  | **Sri Ramakrishna Vidhyalaya** |  |  |
| Secondary School Leaving Certificate (SSLC) |  | Mathematics |  | **Gurukulam, Ulundurpet,** |  |  |
|  |  |  | **Tamilnadu, India.** |  |  |
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**Academic skills:**

**Packages** **:** AutoCAD, Diploma in NX 2014, and Microsoft office 2016 (Includes Viciso).

**Operating Systems** **:** Windows XP, Windows 7, Windows 8.

**Electives Taken** **:** Mechatronics, Robotics

**Area of Interest** **:** Human Resources, Project Management.

**Hobbies** **:** Reading Books, Trekking, Cycling.



**Extra-Curricular activities:**

Bagged Gold Medal 2 times in District level Tae-Kwon-Do Championship Match, one-time Silver Medal in Vel’s Cup Tae-Kwon-Do Championship Match, participated in State level Tae-Kwon-Do Championship Match, participated in All-India University Tae-Kwon-Do Championship Match.



**Personal Information:**

Date of Birth : 10/7/1994

Gender : Male

Marital Status : Single

Nationality : Indian

Language Proficiency : English and Tamil

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Place** Dubai Signature



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