**Vaisshnavaramya**

[**Vaisshnavaramya.365101@2freemail.com**](mailto:Vaisshnavaramya.365101@2freemail.com)



**MY CAREER OBJECTIVE**

Looking for a position in the HR department of the reputed organization to continue my career for the new learning and add value to the profitability of the organization.

**PROFESSIONAL EXPERIENCE**

* **My Job Profile from June 2016 – Nov 2016 at Watrana Traction Company –HR Trainee At JK TYRE Site, Kolathur, Kancheepuram.**

**JOB RESPONSIBILITIES**

* + Assist the supervisors in fulfilling the manpower requirements for all three shifts, Training about safety procedures, Make the joining documents of Employees, Convey the Policies and rules to the employees, Maintain the records of employees, Track the daily attendance and over time details of the employees, Present the employees performance report in front of HR manager.
* **My Job Profile from Dec 2016 – March 2017 at Arjun Group of Companies – Junior Officer –HR & ADMIN at Velachery, Chennai, Tamilnadu.**

**JOB RESPONSIBILITIES**

* Recruitment and post recruitment activities (New joining and exit formalities),

Employee Engagement activities are conducted during all celebrations, Evaluating the employees and Giving them confirmation after checking their work efficiency, Promotion and Transfer are given as per Management Decision, Processing Payroll (attendance with biometric checking), EL Encashment, Salary Advance and Maintaining Leave Entries Report, Providing Mediclaim Insurance and Personal Accident Policy for all employees, Maintain the records of employees.

**PROJECTS**

* Has Completed a project on “ An Enchanced Human Computer Interaction Using Eye-blink detection System” in which the computer can be accessed with the help of eye blinks. It is specially designed for physically challenged people.

 Has completed the one month Summer Internship Training in “TATA TELESERVICES LIMITED,

kandhanchavadi, Chennai.

* Has completed a project on “ A Study on employee retention practices at TATA TELESERVICES LTD., through the voice of Employees Questionnaire Tool

**AREA OF INTEREST**

* Human Resource Management.

**AWARDS AND ACHIEVEMENTS**

* Passed in First class as Anna University Rank Holder of MBA.
* Certified with cent percent attendance in MBA.
* Certified with SOFTWARE TESTING Course in IBM.
* Awarded as Best Outgoing Student of MBA.

**CO-CURRICULAR ACTIVITES**

* Presented a paper on “ SIXTH SENSE TECHNOLOGY” in won 3rd price in Vivekanandha College of

Engineering For Women, Tirchengode

 Attended NIIT 9th National IT Aptitude test 2013 and passed with 94%

* + Participated in INTERNATIONAL CONFERENCE and Presented a paper on “ THE ROAD A HEAD FOR

THE IT & BPM INDUSTRY CONSIDERING ITS UPCOMING INITIATIVES FOR INDIA’S DEVELOPMENT SAGA”

* + Workshop on “BOSS COMMUNITY LINUX FOR ENGINEERING AND TECHNICAL APPLICATIONS by CDAC” held at Madras Institute of Technology.
* Participated in International Conference on “RECENT ADVANCES IN TECHNOLOGY, ENGINEERING, MANAGEMENT AND SCIENCE”
* Certified with SOFTWARE TESTING Course in IBM.

**EXTRA-CURRICULAR ACTIVITIES**

* Participated and won 1st place in cricket, kho-kho & throw ball in college level.
* Attended the Industrial Visit to TNPL, Karur.
* Participated in cultural programs and organized association functions
* Passed with distinction in Typewriting Lower level.

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|  |  | **COMPUTER SKILLS** |
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|  | Language | : Basics of C, Visual Basic, HTML, MS-Office |
|  | Operating systems | : Windows 9x, 2000, XP, 7. |
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|  |  | **EDUCATIONAL QUALIFICATION** |
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* Completed B.Tech with 74% at Vivekanandha College of Engineering for Women.
* Completed MBA with 83% at Vivekanandha Institute of Information and Management Studies.

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|  |  | **PERSONAL INFORMATION** |
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| Date of Birth | : | Jan. 11th 1992 |
| Father name | : | Mr. R.Badri Prasad |
| Mother name | : | Mrs. B.Shoba |
| Gender | : | Female |
| Nationality | : | Indian |
| Languages known | : | English, Tamil, Kannada. |
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| Visa Valid Till | : | 16th July 2017 |