CURRICULUM VITAE

DINESH

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CAREER OBJECTIVE:

To work in a real time organizational atmosphere which synergies my conceptual skills with the practical insights required for initiating a fulfilling career and where my performance is rewarded with new responsibilities and challenges.

**EDUCATIONAL BACKGROUND**:

1. **MBA(HR & Finance)**from Kanchi Pallavan Engineering College, Kanchipuram, Tamil Nadu in the year 2012 and obtained 65%.
2. **B.Sc.** (Computer Science.) from Sacred Heart College, Tirupattur, Tamil Nadu in the year 2007 and obtained 60%.

# COMPUTER PROFICIENCY

* **Operating Systems** : Dos, Windows, Linux.
* **RDBMS** : Oracle 8.0 (SQL), SQL 2000, MS Access.

**WORK EXPERIENCE:**

Worked For **First Steps Baby Wear Private Limited, India** as **HR & ADMIN EXECUTIVE** from March 2014 to Dec 2016

***Present Responsibilities:-***

* Processing Payroll for all the employees and maintain necessary records like Salary Summary, Salary Registers.
* Making the Overtime report ready and pay to the workers on monthly basis
* Maintaining P.F. & ESI Registers.
* Monitoring time office functions, Attendance of workers and staff and correcting the same on daily basis.
* Preparing Full and Final Settlement for Resigned Employees.
* Maintaining Application Files & Personal Data of each employee.
* Maintaining leave and other relevant record of the employees and entering the same in software.
* To handle complaints/ grievances in respect to Facilities and take it up to closure by coordinating with respective people.
* Looking after all statutory records and getting all kinds of statutory license.
* Bank A/c Opening Process to all employees.
* Looking after End to End Recruitment Process.
* Preparing a MIS Report to the Head of Department
* Managing appointments and fixing conferences & meetings. Arranging travels / visits.
* Maintenance of Company owned vehicle & contractual Vehicles.
* Verify Vehicle log books.
* Complete In charge of Vehicles.
* Coordinating Security Services & monitoring efficiency.

PERSONAL DETAILS:

Date of Birth : 28-12-1986

Sex : Male

Marital Status : Single

Nationality : Indian

Languages Known : **To Speak** English, Hindi, Kannada

 : **To Read and Write** English, Tamil

### DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.