**OBJECTIVES**

####  Seeking for good, reputed job with higher responsibilities

#### Seeking a challenging and responsible position in HRD and Business Development to utilize my skills and abilities in a firm that offers me a professional growth constantly which will help me and the organization

#### **WORK EXPERIENCE**

#### **Fangs Technologies Pvt. Ltd., - Feb 2016 to Oct 2016**

* Working as HR & Admin executive
* Drafting HR policies and procedures
* Performance management
* Employees Engagement
* Incentives, Compensation and Benefits
* Recruitment
* Induction and On- Boarding
* Exit formalities
* Employee motivation and team handling
* Conducting training and scheduling meetings with Regional Sales Manager (RSM), Area Sales Manager (ASM) and Team Leaders (TL)
* Database management
* Payroll Processing

#### **Srinivasa Waste Management Services Pvt. Ltd. – May 2015 to Jan 2016**

* Worked as HR and Admin executive
* Recruitment and selection
* Employee welfare handling
* Compensation and benefits
* Payroll processing

**JOBS INTERESTED**

* HR Executive
* HR Recruiter
* Administrative jobs
* Employee Relation, Business analyzing and Advertising
* BDE (Both IT & Non-IT)
* Looking for job opportunity in Dubai.
* Ready to adapt to any challenging environment or work pattern

#### **ACADEMIC CHRONICLE**

| DEGREE/COURSE | INSTITUTION | INSTITUTION/BOARD | GRADUATION YEAR | CGPA/PERCENTAGE |
| --- | --- | --- | --- | --- |
| **M.B.A (Human Resource)** | The American College, Madurai | Madurai Kamaraj University | 2015 |  93% (University Topper) |
| **B.E (Electrical Engineering)** | N.P.R College of Engineering and Technology, Dindigul | Anna University | 2013 | 8.81 (CGPA)(University Topper) |
| **12th** | Sr. Joseph Matriculation Hr. Sec. School, Dindigul | Tamilnadu State Board | 2009 | 82% |
| **10th** | Soundararaja Vidyalaya, Dindigul | CBSE | 2007 | 82% |

**IT FORTE**

| VERTICAL | TECHNOLOGIES |
| --- | --- |
| **Computer skills** | HRIS applications (UltiPro, PeopleSoft Enterprise Human Resources, ADP) |
| **Operating Systems** | Windows 10 |
| **Programming Languages**  |  C, C++ |
| **Desktop Applications** | MS-Office, DMS |
| **Database** | Oracle, Microsoft Access |

#### **IN-PLANT TRAINING**

| ORGANIZATION | SUMMARY | PERIOD |
| --- | --- | --- |
| **India Foods (Britannia)** | Understand strategic HR planning process- Assessing the current HR capacity- Forecasting HR requirements- Gap Analysis | 1 week in 2014 |
| **Sakthi Sugars, Sivagangai** | Exposure training to the HR practices | 3 days in 2014 |
| **Aavin Dairy, Madurai** | Understanding the overall HR activities | 1 week in 2013 |
| **KCP Packaging, Karur** | Worked in Fabrication andElectrical department | 1 week in 2011 |
| **Tirumoorthi Power House** | Understand the power house operations | 1 week in 2010 |
| **Deccan Pumps Pvt. Ltd., Coimbatore** | Understand the manufacturing process of pumps and motors | 5 days in 2009 |
| **Kundha Dam, Coonoor** | Understand hydro electric power generation | 5 days in 2009 |
| **Renganathapuram Substation** | Field study on power transmission and distribution | 15 days in 2009 |

#### **PROJECTS & INTERNSHIPS**

####

| ORGANISATION/ACADEMIC | SUMMARY | PERIOD |
| --- | --- | --- |
| **NSK-ABC Bearings Ltd, Chennai - Academic (MBA)** | Final project in MBA (HR) - Study on Employee Relationship Management (ERM) for experienced and inexperienced employees | 3 months in 2015 |
| **Naga Mills Limited, Dindigul- (MBA)** | Corporate learning practices | 1 week in 2014 |
| **International Internship Program (MBA)** | Supply chain logistics and management activities | 15 days in 2014 |
| **Academic (BE)** | Estimation of pulse width inverter for load connected boost half bridge photo volt micro inverter system using Fuzzy logic controller | 4 months in 2013 |
| **JASCON - 18, Singapore** | Helped sub contractors in designing and calculating Bill of Quantity (BQ) | 15 days in 2009 |
| **JASCON - 34, Singapore** | Helped sub contractors in designing and calculating Bill of Quantity (BQ) | 15 days in 2009 |

**BEYOND CURRICULUM**

| ACHIEVEMENTS |
| --- |
| * Participated in the International Conference on Managing Uncertainty and Complexity with the theme of Moving from best practices to next practices conducted in Kristu Jayanti College, Bangalore on April 2nd and 3rd, 2014.
 |
| * Won 2nd place in Discus throw in the district level in the year 2008
 |
| * Won bronze award issued by Duke of Edinburgh’s, London for Skill exhibition in the year 2007
 |
| * Participated in 1500 meters and 3000 meters in state level in the year 2006
 |
| * Won 3rd place in 800 meters in the state level competition in the year 2005
* Won 2nd place in Discus throw in the state level competition in the year 2005
* Won 2nd place in Javelin in the state level meet in the year 2005
* Won the runner-up in Chess tournament in state level in 2005
 |
| * Won 1st place in Discus throw in state level in 2004
* Won 2nd place in 800 meters in the state level competition in the year 2004
 |

**PERSONAL VITAE**

| PPERSONAL INFORMATION |
| --- |
| **Date of Birth** | 13th Nov,1991 |
| **Gender** | Female |
| **Nationality** | Indian |
| **Marital Status** | Married |
| **Languages** | English, Tamil, Hindi (Read and Write) |
| **Mother Tongue** | Tamil |

 **DECLARATION**

I hereby declare that the details furnished above by me are true to the best of my knowledge and belief.

Place: UAE Yours Sincerely,