**RESUME FOR HUMAN RESOURCE ASSISTANT**

**BASKARAN**

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## CAREER OBJECTIVE

To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition .This way it can make the right decision and accomplish long term success.

## EDUCATIONAL QUALIFICATION

* Finish MBA in HR from Manonmaniyam Sundaranar University in 2017.
* Graduation with BE in Computer science from PMR Engineering College in 2012 with 61.9% marks.
* HSC from Government Higher Secondary School in 2008 with 67.4% marks.
* SSLC from Government Higher Secondary School in 2006 with 78% marks.

## work experience

**Company Name :** Modern Building Maintenance LLC (FM Company)

**Duration:** From June 2017 till date.

**Designation:**  Human Resource Assistant.

**Reporting:** HR Manager

**Job Responsibility**

* Assisting with day to day operations of the HR Functions and Duties.
* Providing Clerical and Administration Support to HR Executives.
* Compiling and Update Employee Records(Hard and Soft Copies).
* Maintaining Worker Deployment Details and follow them Monthly Attendance Activities.
* Assist Our Recruiters to Source Candidates and Update our database.
* Coordinate with HR Project (Meeting, Training, Surveys etc) and take Minutes.
* Process Documentation and Prepare Reports relating to personal activities (Staffing, Recruiting ,Training,Grievances Performance ,Evaluations etc)
* Maintaining Leave & attendance records of the employees, etc.
* Handling daily, weekly and monthly follow up & Correspondence.
* Handling joining & exiting of candidates.

**Post Recruitment Activities**

* Responsible for all joining formalities of the new employees.
* Follow up for pending documents.
* Recruitments
* Maintaining Worker Attendance Leave of Employee
* Resignation

**Company Name:**NineStars Information Technology

**Duration:** From September 2012 To December 2015

**Designation :** Senior Associate

**Reporting :** Project Manager

**Job Responsibility**

* Assisting with day to day operations of the Project Functions and Duties.
* Send Daily Report to Project Managers.
* Team handing
* Support to Admin Level Activities.

**Company Name:**Hass CommunicationPvt Limited ( Airtel – Telecom )

**Duration:** January 2016 To April 2017

**Designation:**  Backend Executive

**Reporting:** Manager

**Job Responsibility**

* Assisting with day to day operations of the Mobile Connection Activation and Deactivation Duties.
* Collect the Mobile ConnectionActivation Report FromI CRM Application.
* Send Daily Report to Superior.

## project

**LOOSLEY COUPLED MANY TASK COMPUTING APPLICATION FOR MULTICLOUD DEPLOYMENT**

* + **Front End : Java.**
  + **Back End :Mysql.**
  + **Tools :NetBeans IDE 6.5.**
  + **Team Size :Three**

#### computer skills

* Proficient in MS Office (MS Word, MS Excel, MS PowerPoint and Internet Applications).
* Operating system: Windows 7, Windows-XP

#### hobbies

* Reading News Paper
* Reading Books
* Playing Cricket
* Watching News

#### few words about me

I am soft heartened, Self Confidence, Hardworking. I will try my level best to put all my work and effort for the well-being of the enterprise.

#### Personal profile

**Date of Birth** **:** 4th, March 1991.

**Sex :** Male

**Marital Status:** Single

**Nationality/Religion :**Indian/Hindu

**Languages Known** **:**English, Tamil

#### passport and visa details

**Issue Place :**Chennai

**Issue Date :** 18/11/2013

**Expiry Date :** 17/11/2023

**Visa Status :**Employment Visa

**Visa Expiry :**26/07/2019

#### declaration

I am confident of my ability to work in a team. I hereby declare that the information furnished here is true to the best of my knowledge.