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| **MARIYAPPAN**  **Email :**[*mariyappan.380306@2freemail.com*](mailto:mariyappan.380306@2freemail.com)  **Personal Profile:**   |  |  | | --- | --- | | Nationality | : Indian | | Date of Birth | : 10-05-1989 | | Gender | : Male | | Marital Status | : Single | | Languages Known | : Tamil(S/W/R),  : English(S/W/R),  :Hindi(speak). | | Objective  **To work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skill and knowledge and ready to learn new things.**  Academic Qualification  **Under Graduation:B.sc (INFO TECH)**   |  |  | | --- | --- | | Institution | : Annai college of arts and science,  Kumbakonam | | University | : Bharathidasan University, Trichy | | Year of Passing | : 2010 | | Percentage | : 70% |   **HSC**   |  |  | | --- | --- | | Institution | : The Cresenthigher secondary school,  Avaniyapuram | | Board | : Tamilnadu State Board | | Year of Passing | : 2007 | | Percentage | : 81% |  SSLC  |  |  | | --- | --- | | Institution | : S.pudhur high school,  S.Pudhur | | Board | : Tamilnadu State Board | | Year of Passing | : 2005 | | Percentage | : 69% |   Technical Skills   * **Operating systems:** WINDOWS 8, WINDOWS 7 | |
| **Strength**   * Smart Worker * Quick Learner * Hard working nature * Able to do any work with dedication and sincerity   **Hobbies**   * Pencil sketch * Playing Cricket * Reading novels | | Company Experience  **Experience : 23.11.2014 and still Working as H.R. EXECUTIVE**  **CHENNAI RADHA ENGINEERING WORKS PVT LTD**   * **Job Responsibility**   **Responsible for complete joining and orientation Formalities of new employees. Collecting and checking the documents of the Candidates**   * **Co coordinating in Pay Roll Compensation, attendance & maintaining the Leave record of the employee** * **Maintained Database and Personnel File** * **Prepared appointment letters, Service letter, transfer letter, warning & memo letter** * **Maintaining Attendance and Leave Records daily basis** * **Processed the Exit Interview, Full &Final settlement and released Service Certificates after ensuring that the employees owed no due** * **Handled all employee for time off requests and grievances** * **Responsible for the new employee Gate pass process** * **Handling Invoice Bill every monthly follow up** * **Preparing every month Wages register & Pay Slip** * **Handled workman register, leave card, leave book, ESIC nominee declaration form, muster roll, fine register, damage register, advance & NH register, employee card, labor license and workman insurance, ESIC & EPF paid document, OT register, Bonus register, Half yearly return documents & Annual return documents.**   **Experience : 6Month as H.R asst. (Personnel Dept)**  **Company : Sundaram auto components ltd.**   * **Job Responsibility** * **Responsible for the new employee Gate pass process** * **Maintaining Attendance and Leave Records & OT update daily basis** * **Maintained Database and Personnel File**   **Experience : 6 months as sales executive**  **Company : Poorvika mobile world**   * **Job Responsibility** * **Mobile Sales Executive.**   **Academic Qualification**  **Post-Graduation :MBA**   |  |  | | --- | --- | | Institution | : J.J.college of arts and science,  Pudukottai | | University | : Bharathidasan University, Trichy |   **Declaration**  **I hereby declare that the above-furnished details are true to the best of my knowledge.**  **Place :**  **Date: MARIYAPPAN K** |
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