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| **MARIYAPPAN** **Email :***mariyappan.380306@2freemail.com***Personal Profile:**

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| 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)**

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| --- | --- |
| 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**

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| --- | --- |
| 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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