**SUSHMITHA**

Email: [sushmitha.387521@2freemail.com](mailto:sushmitha.387521@2freemail.com)

Performance - driven individual with exceptional office management skills and ability to provide high end support service to human resource needs.

**AREA OF PROFICIENCY**



* Update employee records
* Payroll and Compensation
* Teamwork and Collaboration
* Administrative Support
* Filing and data archiving
* Meeting and travel support
* Expenses reporting
* Billing and invoice processing

**PROFESSIONAL SYNOPSIS**

* HR and admin coordinator at Pandian Surfactants pvt ltd Chennai, India., Duration: 1.2Years (SEPT 2017 TO NOV 2018)
* Professionally qualified with Master of Business Administration (Human Resource and Marketing)

**CAREER TRAJECTORY**

**RESPONSIBILITIES UNDERTAKEN**

* Assist with all internal and external HR related inquiries or requests.
* Maintain both hard and digital copies of employees' records.
* Perform orientations and update records of new staff.
* Produce and submit reports on general HR activity.
* Assisting with the performance review and termination processes
* Assisting with the recruitment and interview processes
* Greeting and directing visitors to the appropriate parties.
* Handling basic office duties, such as answering and routing phones, responding to emails, maintaining employee, financial, and client records, and data entry and reporting.
* Answering questions and finding information for employees, vendors, clients, and lenders.
* Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties.
* Ensuring that the office is well-maintained, organized, and secure.
* Handling dispatch approval and following customer outstanding.
* Collecting and analyzing sales data
* Prepare reports & presentations with statistical data, as designed
* Creating invoice and purchase order
* Creating & maintaining employee files, ensuring leave days, overtime & others are planned and calculated correctly in excel.
* Schedule and Coordinates meetings, appointments and Travel arrangements for supervisors and managers.
* Manage travel and expenses report for department team members.
* Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices.

**KEY PROJECTS**

Project 1: A Study on employees training and development in an organization in FYNN SOFT, Madurai

Project 2: Kids E-care management, TV SUNDARAM IYENGAR & SONS PVT LTD

**KEY SKILLS AND COMPETENCIES**

* Ability to multitask and prioritize daily requirements.
* Ability to handle data with confidentiality
* Good organizational and time management skills
* Knowledge of human resources processes and [best practices](https://resources.workable.com/blog/hr-best-practices-su-joun)
* Strong Microsoft Office skills.

**PERSONAL TRAITS**

* Comfortable working in a fast paced, challenging environment.
* Task oriented, analytical and able to produce accurate work results.
* Flexible with a positive “can do” attitude.
* Can coordinate with wide range of activities at any one time

**CERTIFIED COURSES**

MS- Office &Excel C Program C++Program PHP

**ACADEMICS**

MBA (HR AND MARKETING) from PSNA College of Engineering and Technology, Dindigul in 2017 with 70 %

B.Sc (CS) from SOURASHTRA College (coed), Madura in 2015 with 70%

**PERSONAL DETAILS**

Date of Birth: 25.10.1994

Marital Status: Single Nationality: Indian

Languages Known: English, Tamil, and Sourashtra

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