***SANDYA***

[***SANDYA.268667@2freemail.com***](mailto:SANDYA.268667@2freemail.com)

***HR Assistant with 4 years of experience***



***Career Objectives :***

Human Resources Management Professional seeking opportunities wherein my experience will enhance a company’s overall strategic plan and direction.

***Work History:***

Worked as a HR Assistant cum Admin staff in HR Department in YENEPOYA UNIVERSITY, Mangalore, India from 01.06.2010 to 12.04.2014 (4 years).

***Responsibilities:***

* Verifying and maintaining the leave records of the staff.
* Preparing the appointment orders and confirmation orders
* Preparing experience letters, relieving orders, office orders, Memo, probationary orders, certificates, extension orders.
* Permission letters for attending conferences, meetings and issuing circulars.
* Preparing note and sending it to Registrar and Director for their approval.
* Taking the print out of salary slip as soon as the salary is paid to the employees
* Filling up the nomination forms once the candidate is taken on rolls and sending a copy it to the respective department for record purpose.
* Informing the candidates date, time and venue for interview.
* Preparing documents for interview
* Assisting in verification and Comparison of payroll work
* Feeding the data to the salary software and submitting them with identity codes for biometric purpose

***Academic Qualification:***

* **Post Graduation** (Master of Social Work) with HR Specialization from Mangalore University India with 1st class in the year 2009.
* **Graduation** (Economics Political Science English Optional) from Mangalore University India with 1st class in the year 2007.
* Pre- University Education Board with 1st class in the year 2004.
* SSLC from Karnataka Secondary Education Examination Board with 1st class in the year 2002.

***IT Skills:***

* MS – Office, Windows
* Internet & Multimedia.

***PERSONAL DETAILS:***

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| Date of Birth | 03/05/1986 |
| Nationality | Indian |
| Marital Status | Married |
| Passport No |  |
| Visa Status | Husband Visa |
| Languages Known | English, Hindi |

**DECLARATION:**

I hereby declare that the information given above is true and correct to the

best of my knowledge and belief