



## RESUME

**N.DIVYA**  
**NO.2/432, PASUMPON**  
**NAGAR, SULAKARAI**  
**VIRUDHUNAGAR DISTRICT.**  
**PIN NO: 626204**  
**MOBILE: 91 -9688366265**

### OBJECTIVE

To learn and function effectively in an organization to constantly upgrade my knowledge and skills and make a difference in whatever I do.

### EDUCATIONAL QUALIFICATION

Course	College/school	University/Board	Year	Percentage
B.COM(C A)	Sourashtra College for Women, Madurai	Madurai Kamarajar University	2014	60%
HSC	Sitalakshmi Higher Sec School, Thirunagar	State Board	2010	60%
SSLC	Pampan Swami Girls Higher Sec School, Thirupparunkundram	State Board	2012	75%

### WORK EXPERIENCE

❖ **MARUTI SUZUKI (2014 TO 2018)**

**WO WEALER PARTS DISTRIBUTES ACCOUNTS,  
TALLY WORK, SALARY PREPARED.**

❖ **THIAGARAJAR GROUP OF COMPANY (VTM LTD), SULAKARAI,  
VIRUDHUNAGAR FROM (2018 TO 2022) - HR EXECUTIVE  
PAYROLL,**

❖ **INDIAN CHILLIES TRADING COMPANY LIMITED, (FROM 2023)  
VIRUDHUNAGAR - HR EXECUTIVE.**

## **ROLES AND RESPONSIBILITY:**

### **❖ Recruitment Process:**

Recruitment (Staff & Worker), interview, selection, Preparing and Issuing Offer Letters / Appointment Orders, Personnel file, induction training, IDCards - Joining Formalities.

### **Time Office: Attendance Management**

Systematic Attendance Maintained by ESSL Software, Used Version 6.5. Employee In & Out – record Maintain, Absentees am monitoring, Employee Attrition, Employee personal file records and Leave Details - Over Time Records using Software HRMS, SP Software, Jospert, AIMS, cell soft, Exit interview.

### **Payroll Management**

- ❖ Monthly Staff & Worker Salary preparation and through Bank account
- ❖ OT Payment, Contract Bill Passing.
- ❖ Attendance Incentives,
- ❖ Yearly Bonus,
- ❖ Increment Statement,
- ❖ Full & Final Settlement Preparation, Gratuity

### **Employee welfare activities**

- ❖ Employee Welfare and Engagement Activity, like, Education, medical, wellness programme, Games conduct
- ❖ Monitoring employees and Worker committee Activity,
- ❖ Employee Grievance handling & ICC committee NGO Participation, POSH Act
- ❖ Employee welfare club, tour, motivation programme,
- ❖ Labour welfare funds benefits, education, marriage, ESI Medical camp conduct

## **PERSONAL INFORMATION**

- **Name** : **N.DIVYA**
- **Date Of Birth** : **16/03/1995**
- **Father Name** : **K.NAGARAJ**
- **Marital Status** : **Married**
- **Languages known** : **Tamil & English**
- **Nationality** : **Indian**
- **Religion** : **Hindu**
- **Hobbies** : **Reading Books & Drawing**

## **DECLARATION**

**I hereby declare that all statements made here in above are TRUE, complete and correct up to my knowledge.**

**PLACE:**

**SIGNATURE**

**DATE:**

**P.DIVYA**

