

10-2-51,sundaram street,
Sedapatty,
Sithayankottai(po),
Attur(tk),
Dindigul.
624708.

Objective

Seeking a position where my knowledge can be shared and enriched, a job opportunity where I can apply my skills. I would like to work for the development of the organization with full commitment, sincerity and hard work.

Experience

Delta Brand

Admin-office

2023 - 2025

1. Payroll(salary update)
2. Store incharge
3. PF&ESI entrolled challan generate

Gainup industries India pvt.ltd.Dindigul

HR-welfare officer

2019 - 2020

1. Payrole(salary&bank neft)
2. PF&ESI(Payment&claim)
3. PF&ESI-Entrolment
4. Employee (Grievence&absentisim
5. PF (settlement&loan facilities)
6. Staff(profile)
7. Staff leave and absentisim

Education

PSG College of Arts and Science ,Coimbatore.

2015-2018

B.SC(chemistry) - 72%

CCMA Govt,Girls,Hr,Sec,School,Coimbatore.

2013-2015

Higher Secondary - 65%

CCMA Govt,Girls,Hr,Sec,School,Coimatore

2012-2013

SSLC - 85%

Skills

Microsoft office:Word,Excel,Power Point ,Access.
OS packages:Windows XP.
Payroll:ERP

Language

Tamil-Speak,Write English-Speak,Write