

NATHIYA. S

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Kalavasal Street, Pitchampatty, Kothaloothu Post, Andipatty Tk, Theni – 625512

Professional Summary

Dedicated HR Executive & Welfare Officer with over 6 years of experience in Human Resource Management, Employee Relations, Welfare Administration and Compliance activities within the apparel manufacturing sector. Skilled in handling employee grievances, manpower planning, recruitment, and employee engagement initiatives.

Career Objective

To be part of a progressive organization that offers opportunities for professional growth and development, where I can effectively utilize my skills and contribute towards achieving organizational goals.

Academic Profile

Course	Institution	Board / University	Year & %
MSW,	Annamalai University	Annamalai University	2024 – At Present
MCA	Govt. Arts College, Karur	Bharathidasan University	2009 – 73.5%
BCA	Kongu Arts & Science College, Karur	Bharathidasan University	2006 – 67.0%
HSC	Govt. Girls Hr. Sec. School, Karur	State Board	2003 – 53.0%
SSLC	Z.K.M. Hr. Sec. School, Bodinayakkanur	State Board	2001 – 84.5%

Work Experience

- ❖ **Cameo knits, Aundipatty SR.HR Executive & Welfare Officer (10th June 2024- Sep 2025)**
- Payroll Management
 - Admin (Transport / Petty cash /Trims Store / Contractor's)
 - Manpower Recruitments & Selection

- Handle employee grievances and maintain harmonious workplace relations.
- Plan and allocate manpower for production.

❖ **Akruthi Apparel, Theni - HR Executive & Welfare Officer (Oct 2020 - May 2024)**

- Handle employee grievances and maintain harmonious workplace relations.
- Monitor leave and absenteeism; reduce daily absentee percentage.
- Plan and allocate manpower for production.
- Recruit new employees and conduct induction & follow-ups.
- Organize committee elections and maintain meeting minutes.
- Conduct training programs, surveys, and employee engagement activities.
- Guide employees on performance management and disciplinary actions.
- Coordinate awareness programs on Health, Safety, and PPE usage.
- Manage buyer audits and grievance redressal mechanisms.

❖ **Edu-Care Academy - Office Manager (Nov 2017 - Oct 2019)**

❖ **PC Work Shop - Accountant (Jan 2014 - Oct 2017)**

❖ **VSB Engineering College, Karur - Assistant Admission Officer (May 2010 - Dec 2012)**

❖ **VKA Polymers Pvt. Ltd - Administrative In-Charge (Dec 2008 - May 2010)**

Strengths

- Documentation
- Team Leadership
- Interpersonal Skills
- Task Orientation
- Prioritization and Organization
- Self-Confidence

Personal Details

Date of Birth : 23rd May 1986
 Marital Status : Married
 Languages Known : Tamil, English, Telugu (to speak)

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Place :

Date :

(NATHIYA. S)