

# A. SELVAM

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**CAREER SYNOPSIS:** Experienced HR professional with extensive leadership experience and project management skills. Interested in the position of an HR Executive with your organization to apply expertise in developing and executing HR strategy in support of the strategic direction of the organization.

## PROFESSIONAL EXPERIENCE

Duration	Designation / Area	Company / Organization
August 2017 to Present	HR Executive, Administration, and Events	Jayaraj Groups, Madurai
2013 – 2015	Field Executive	SISU NGO, Madurai

## ACADEMIC CREDENTIALS

- **MA (Human Resource and Conflict Management)** – Gandhigram Rural Institute Deemed University, Dindigul (2017) – 1st Class
- **BCA** – PMT College, Usilampatty (2013) – 2nd Class
- **HSC** – Govt Hr Sec School, Viruveedu (2010) – 64%
- **SSLC** – Govt Hr Sec School, Viruveedu (2008) – 87.6%

## ORGANIZATIONAL EXPERIENCE

### HR & Event Executive | Jayaraj Group

August 2017 – Present

- Managing day-to-day office operations.
- Maintaining all personnel files and documentation.
- Fostering positive employer-employee relations to support organizational growth.
- Serving as Admin Captain for maintaining 5S policies.
- Managing the full recruitment cycle: staffing, recruiting, and selection.
- Conducting and coordinating training programs for new joiners.
- Allocating job roles and responsibilities to newcomers.
- Handling statutory compliances, including ESI and PF contributions.
- Managing and coordinating corporate events.

### Field Executive | SISU NGO

January 2013 – 2015

- Managed daily office administrative tasks and field survey reports.
- Coordinated a 100-member children's home and arranged nutrition.

- Organized Self-Help Group (SHG) meetings and student training programs.
- Conducted monthly college visits to assist members with higher studies and fee payments.

## EXTRA-CURRICULAR EXPERIENCE

- Participated in the All India University camp in Wardha.
- Active member of SANTHI SENA at Gandhigram University.

## PERSONAL DETAILS

**Father's Name:** A. Selvam

**Address:** 2/206 South Street, Keelatheppathupatty, Viruveedu (po), Nilakkotai (tk), Dindigul (Dt). - 624220

**DOB:** 22-04-1993 | **Marital Status:** Married

**Languages:** Tamil, English (Read, Write, and Speak)

## DECLARATION

I solemnly declare that the particulars of information and facts in the resume are complete and correct, and I take full responsibility for the accuracy of information.

**Place:** Madurai

**(A. SELVAM)**

**Date:**