

## REVATHY M G



**Mobile : 8089736158  
9745923588**

**Email : mgrevathypai@gmail.com**

### Personal Data

Date of Birth : 13-03-1993  
Sex : Female  
Nationality : Indian  
Marital Status : Single  
Languages Known : English,  
Malayalam,  
Hindi

### Address

Madathiparambil house,  
Pulikkuttimadom Road,  
Irinjalakuda P O, Thrissur

### My Strengths:

- Effective communication skills
- Self confidence
- Adaptability to new situations
- Work in team

## RESUME

### CAREER OBJECTIVE

To obtain a long-term career with an organization that provides opportunities to use my knowledge and skill for enhancement of personal and organizational growth.

### EDUCATIONAL QUALIFICATIONS

**MSc Mathematics** from St. Joseph College Irinjalakuda in 2013-2015

**BSc Mathematics** from St. Joseph College Irinjalakuda in 2010-2013

**Class 12<sup>th</sup>** from Govt HSS Kodungallur, kerala in 2010 with 81%

**Class 10<sup>th</sup>** from St. Mary's HSS Irinjalakuda, kerala in 2008 with 92%

### COMPUTER PROFICIENCY

- Have wide knowledge in handling MS Office and Internet.
- Good typing speed ( English)
- Good knowledge about PF and ESI.
- Have wide knowledge in handling Microsoft Excel.

### Employment Details

---

**NTC NIDHI LTD , THRISSUR**

**ROLE : OFFICE ASSISTANT  
FROM APRIL 2017 TO JUNE 2017**

**Job Responsibilities**

- ✧ Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc
- ✧ Track and reconcile bank statements
- ✧ Support monthly payroll and keep organized records
- ✧ Make full and final settlement.

**JAYALAKSHMI SILKS PVT LTD, THRISSUR**

**ROLE :HR EXECUTIVE  
FROM AUGUST 2017 TO TILL DATE.**

**Job Responsibilities**

**Employee onboarding and seperation function**

- ✧ Conduct interview and recruit candidates
- ✧ Preparation and issue of offer letter to selected candidates
- ✧ Conduct exit interview for resigned employees
- ✧ Make full and final settlement.

**Payroll function**

- ✧ Monthly salary processing and preparation of salary sheet.
- ✧ Calculation Of WO Payment,Leave Encashment and Employees Professional Tax

### **Staff related function**

- ✧ Review of HR and payroll checklist
- ✧ Facilitate staff meetings
- ✧ Motivate employees and focus on improving staff loyalty
- ✧ Resolve employee conflicts, if any

### **Time keeping functions**

- ✧ Maintenance of leave records for payroll processing
- ✧ Daily preparation and submission of attendance and leave reports
- ✧ Analyse missing punch and enquire with floor supervisor
- ✧ Reconcile punch-in and punch-out data with daily attendance register

### **REFERENCES**

---

- **Mr.Rajesh M**  
**EDP**  
**M/s JAYALAKSHMI SILKS PVT LTD**  
**Poothole Road**  
**Thrissur**  
**PH : 8907730140**
  
- **Mrs.Ashamol s**  
**HR**  
**M/s JAYALAKSHMI SILKS PVT LIMITED**  
**Poothole Road**  
**Thrissur**  
**PH :9847440144**

## **ECLARATION**

---

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**REVATHI**

