

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 12th from Govt HSS Kodungallur, kerala in 2010 with 81%

Class 10th 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

