

# V.KALAIVANI



## CONTACT

[kayalvizhiindia@gmail.com](mailto:kayalvizhiindia@gmail.com)

7598059745

## LANGUAGES

TAMIL

ENGLISH

TELUGU (SPEAK)

HINDI (READ & WRITE)

## STRENGTH

SMART LEARNER

MULTITASKING CAPABILITIES

OPTIMIST

EASILY ADAPTABLE

## PERSONAL DETAILS

NAME : KALAIVANI.V

FATHERNAME : VEERAPPAN.G

MOTHERNAME : SANTHI.V

HUSBAND NAME: DHARANITHARAN.R

DOB : 17.10.1992

MARITAL STATUS : MARRIED

## ADDRESS:

3/75e, Somasundaram Nagar,  
Rajarajeshwari Mahal,  
Vadalur,  
Cuddalore District,  
Tamil Nadu - 607303

## OBJECTIVE:

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

Worked as **HR Executive** at **Advanced Design and Manufacturing Technologies Pvt Ltd.(ADAM)** - May 18 to Aug 19.

## JOB RESPONSIBILITIES:

### 1. Recruitment

- Sourcing and screening the profiles from different job portals like Naukri, Employee referral, etc.
- Conducting telephonic interview as a first round of interview and collecting details such as their employment history, CTC (current & Expected).
- Preparing candidate tracker and formatting the profile according to the client requirement.
- Scheduling interview and coordinating the interview of candidates with client.
- Worked on both contract and permanent staffing

### 2. On boarding activities

- Collecting Necessary documents from new joiners.
- Verifying their given certificates.
- Issuing the offer letter after verification.
- Conducting the induction programme for new joiners and explaining about the company, HR policy & leave policy to them.

### 3. Records & Payroll

- Maintaining & updating the attendance and leave records of employees of both offsite and onsite employees.
- Preparing and Distribution of pay slips to employees
- Handling Employee grievance.
- Exit formalities

### 4. Statutory Compliance:

- Liaising with finance department to make all necessary payments before due date.
- Handling PF, PT and ESI (third party roll).
- Sending the compliance documents copy to onsite employees working concern before deadline.

## **EDUCATION**

2015 - 2017: MBA (HR) in Bharathiar University passed out with a First Class of 6.76(CGPA).

2010- 2014: BE EEE in PITAM passed out with a first class of 7.4(CGPA)

2009 - 2010: State board (XII<sup>th</sup>) in JMHSS passed out with a first class of 79%

2007-2008 :X<sup>th</sup> Matriculation in JMHSS passed out with a first class of 84%

## **ACHIEVEMENTS:**

Runner in Ballbadminton at Inter dept. level.(U.G)

Winner in kabadi at inter dept. level. (P.G)

Winner in throwball at Interdept level (P.G)

## **PROJECTS:**

PG: A Study on Job Satisfaction of the employees - NLCIL

UG: Solar Powered Auto Irrigation System.

## **SOFTWARE KNOWN:**

- MS Office, MS Excel, MS word, MS Outlook
- Windows XP, Windows 7,10.

## **DECLARATION:**

I hereby declare that the above details given by me are true to the best of my knowledge and if anything proves to be wrong my candidature may be cancelled.

Thank you

Place: Karwar

Date:

Yours Faithfully,

KALAIVANI.V