

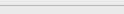
To work in rapidly growing organization with a dynamic environment and achieve goal with my best efforts and to secure a challenging position in a reputable organization to expand my knowledge, learnings and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a signiciant contribution position to the success of the company I want to succeed in a stimulatine and challenging environment that will provide me with advancement opportunities.

+971502984139 🔌 Passport No : R4260837 🔀 srimathi391993@gmail.com 📍 TN, INDIA **PROFILE SNAPSHOT EXPERTISE** > A Self motivated with a passion can handle new tasks and go beyond boundaries to perform and accomplish tasks. Active listener and exceptional Administration communicator willing to understand conflicts and provide a positive resolution. > Magnetic personality with the ability to develop rapport with individuals. Cash management Self-motivated and driven to perfection in handling tasks. Problem Solving > Passionate, hard-working, striving for success in a competitive environment Auditing Development to help employees in adjusting to their new organization and making them feel motivated through the use of intrinsic and extrinsic tools. Scheduling Acco**untin**g >Excellent interpersonal skills with the ability to manage sensitive and **Compensation** and confidential situations with tact, professionalism. Organizational skills and attention to detail. Proficient with Microsoft Office Quality Management *Recruiting* Pay Roll ፼ **WORK EXPERIENCE** Time Management ADMIN Pressuretech Industry LLC-Sharjah-2024-Apr- Present Maintaining Time Sheet and OT sheet monthly. Record Management Maintaining documents of employees and Supplier files. Maintaining Petty cash. Maintaining Credit bills and Cash Bills and Uploading in Focus. Maintaining Cheques of customers. Ability to work in focus and CRM Maintaining cash receipt voucher ASSISTANT HR Parameshwari Exports Private Limited- 2022- Feb-2024 Achievements/Tasks Handling Chemical Storage Specialized in preparing monthly salary and weekly salary and maintain personal files of Java, HTM<mark>In</mark>d Dies Storage area with labours. Maintained employee data and kept updated accounts of all employment records. updated records like MSDS Supporting daily operation related to human resources department. and Letter of approval Providing administrative support with payroll, calenders and meetings. TECHNICAL SKILLS Ability to maintain an organized employee database by collecting time and attendance records, and carefully organising paperwork associated existing and future employees. Type Writing • Supporting to maintain auditing reports monthly and weekly maintaining reports with MS Office Applications updated records and organizing meetings TRAINER Windows Applications SARASWATHI TECHNICAL INSTITUTE -2019-2022

Achievements/Tasks

- Handling fees structure of students and giving training to students for exams both tamil and e**n**glish
- Maintaining profit and loss of the month and taking COA course for students
- Maintaining students record up to date, manage and maintain physical documents filling system
- Record meeting notes and minutes

Conducting exams for students and giving training to complete a tasks within a given time period.





> Master of Computer Application Tamil Nadu, India- 2011





Global Partners Consultancy 2018–2019 ASSISTANT HR

Achievements/Tasks

- Receive telephone calls from the candidates and directing visitors. Sending emails and enquires and minutes.
- Managing general data entry and general office management. Create and update record for candidates.
- Update records with personnel, finanacial and other data.
 Use to source the candidates according to clients expectation.
- Maintaining administration work and salary for staffs, interview scheduling, conducting meetings with clients
- Maintaining all accounts work
- Successfully handled administration tasks, ensuring organizational efficiency and adherence to established procedures.

ASSISTANT HR DELLA INFOTECH-2018-2019

Achievements/Tasks

- Use to source the candidates and schedule interview for them collecting their personal documents.
- Selecting relevant data that the client expects according to job description and explaining about description to the candidates.
- Explaining rules and regulation maintained in a company and type of agreements
- Handling confidential and sensitive employee information compliance.
- Performs other duties as assigned



- > Admin Pressuretech Industry LLC(2024- Apr- Present)
- > Assistant HR Parameshwari Exports Private limited(2022-2024-Feb)
- ≻Trainer Saraswathi technical institute(2019-2022)
- ≻Assistant HR Global Partners Consultancy(2018-2019)
- >Assistant HR Della infotech(2017-2018)

SOFT SKILLS
Communication Teamwork
Leadership Adaptability
Problem-Solving
Organization
Decision Making
Time Management
Listening.
Relatio n ship
Multitasking
B LANGUAGES

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