

SUSHMA TS

Contact

Address:

S2 Radha huts, Gangai Street,
Kasivisalakshipuram,
Keelkatallai, Chennai-600117.

Phone:

+91-7338965939

Email:

sushmats131995@gmail.com

Languages

English (S, R, W)

Tamil (S, R, W)

Malayalam (S)

Hindi (R, W)

Summary

A highly disciplined and hard-working individual with 2 years experience as HR Executive, looking for an organisation which can provide me the opportunity to improve my HR Management skills and knowledge and to grow along with the organisation objectives.

Skill Highlights

- Induction
- Training and Development
- Recruitment
- Payroll Management
- Employee relations/welfare
- General Administration
- Event Management
- Vendor Management

Experience

HR Executive @Paragon Dynamics Info Systems Pvt Ltd

Period : 1st Aug 2018 till now

- Managed Recruiting Process for Candidate Selection
- Managed Attendance Tracking
- Managed Payroll and ESI & Played a supporting role in EPF
- Discipline and Punctuality Management among employees
- Monitor employees and counseling over their concerns and give proper solutions
- Managed to track performance of employees and give salary increment recommendations
- Managed accounts of the company
- Managed HR Projects with IT team
- Monthly Payment of TDS and GST
- Creating presentations as per requirements
- Coordinating for Outing/Team meetings
- Managing employee welfare events
- Dealing with vendors
- Coordinating with auditor during audit.

Education

COURSE	INSTITUTE	SCORE
MBA - HR&Operations	Jeppiaar Engineering College	7.5
BE - ECE	Prince Shri Venkateshwara Padmavathi Engineering College	7.5
HSC & SSLC	New Prince Matriculation Higher Secondary School	HSC - 86% & SSLC -87%

Personal Details

AGE:
25

DOB:
01/03/1995

MARITAL STATUS:
Married

HUSBAND'S NAME:
R R Dinesh Kumar

FATHER'S NAME:
Mr. SHAJI TK

HOBBIES:
Drawing, Reading
books, Cooking, Singing

Activities

Co-curricular activities

- Published a research paper on the topic “ Going Green through Green HRM, a study at Wind based Energy Companies in Chennai”.
- Presented a research paper on the topic “ Green HRM” at 5th International Conference of Management –ICOM’19
- Have done my main MBA project at Regen Powertech Pvt Ltd on the topic “ Green HRM”.
- Have done my Summer Internship at TTK Health Care Ltd in Human Resource Department (Recruitment and Selection).
- Presented a paper on leadership organized by MADRAS MANAGEMENT ASSOCIATION on PERSPECTIVES OF LEADERSHIP.
- Have done my final year project (UG) under the topic “DESIGN OF CONTENT ADDRESSABLE MEMORY USING DIFFERENTIAL MATCHLINE SENSE AMPLIFIER”.
- Completed an online certification course on “DESIGN OF VLSI USING VHDL” through Internshala.
- Have won General Proficiency till 4thstd

Extracurricular activities

- Have actively participated in writing and oratorical competition during my schooling.
- Have won a special voucher for singing in 104.8 FM CHENNAI LIVE radio station in 2011.
- Have completed Hindi Courses Prathmic and Madhyama during my schooling.

Declaration

I hereby declare that all the information mentioned above are true to my knowledge.

STATION : CHENNAI

(SUSHMA T S)