

G.SASIREKHA

3/369, Annamalai Garden,
Near vivekanandha Institute,
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sasirekha48511@gmail.com

CAREER OBJECTIVE:

Seeking a challenging and rewarding opportunity in an organization of repute which recognizes & utilizes my true potential while nurturing my analytical and technical skills. I'm quick learner.

WORK EXPERIENCE:

September 2021- October 2022 Sr Hr at Sri Balaji Industries, Coimbatore

- Assist with recruiting tasks such as reviewing resumes.
- Conducting and scheduling interviews follow up with candidates.
- Compile and process employee documentation and records.
- Schedule and co-ordinate training programs and workshops.
- Track employee attendance and leaves.
- Maintaining employees database and records.
- Preparing payroll.
- ESI & PF challan creation.
- Preparing ISO and SGS (General Society of Surveillance) documents and records.
- Assist in performance management processes.

September 2018-March 2020 Accounts Assistant at Sri Balaji Industries , Coimbatore.

- Maintaining accounts including invoicing and payment process .
- Prepare daily journal entries.
- Petty cash handling.

- Reconcile bank statement and supplier statement.
- Maintain employee database , attendance and leaves.
- Preparing payroll.
- Working as Purchase officer in purchase department.
- To assist day to day activities.

December 2017-September 2018 Accounts Assistant at Alpha Engineering, Coimbatore.

Same as above in Sri Balaji Industries as Account assistant.

EDUCATIONAL QUALIFICATION:

- June 2015- April 2017

Karpagam University ,Coimbatore MBA(HR & Finance)

Graduated with 83%

- June 2012-April 2015

Hindusthan College of Arts and Science ,Coimbatore BBA (CA)

Graduated with 70%

- June 2011- April 2012

TNGR Memorial higher secondary School,Coimbatore 12th

Graduated with 88%

- June 2009-April 2010

TNGR Memorial higher secondary School,Coimbatore 10th

Graduated with 79%

ADDITIONAL QUALIFICATION:

COMPUTER

- Operating systems: MS office, Windows 7,8 & ERP
- Languages known: C,C++,JAVA,HTML.(Basic)

MBA PROJECTS:

- **Summer Internship Project:** Summer Internship in Sandfits Foundries Private Limited.
- **Main project:** A Study on Employee Job Satisfaction on Roots Cast Private Limited.

CERTIFICATION:

- Participated in the one day workshop on “Fine Tuning of Research Paper Writing and Citation Analysis” at PSG College of Arts and Science.
- Participated in National level Conference at karpagam University.

SELF-EVALUATION:

- Hardworking towards the achieving the Goal.
- Ability to handle pressure and the team.
- Quick Learner.

HOBBIES:

- Playing with pet
- Gardening

PERSONAL INFORMATION:

D.O.B : 04.08.1994

Gender : Female

Father name : S.Govindarajulu

Marital Status : Married

Mother Tongue : Telugu

Nationality : Indian

Language known : Tamil, English(Read & Write)
:Telugu (Speak)

Declaration:

I hereby declare that the above mentioned information is true to the best of my knowledge and I here the responsibility for the correction of particular.

Date :

Place : Coimbatore.

(G.Sasirekha)