

INDUMATHY

EXECUTIVE - HR & ADMIN

CONTACT

9500807751

indumathyjanardhanan@gmail.com

Edyarpalayam Coimbatore

EDUCATION

MBA • 2011-ANNA UNIVERSITY

PG. DIPLOMA IN LABOR LAW & ADMINISTRATION LAW - 2012
MADURAI KAMARAJ UNIVERSITY

B.COM - 2009-MADRAS UNIVERSITY

KEY SKILLS

Basic Knowledge in Statutory Compliance
Microsoft office
Google Suite
Background check coordination
Documentation & report generation

LANGUAGE PROFICIENCY

English
Tamil
Telugu

PROFILE

A passionate HR professional seeking a challenging and rewarding career where I can make a significant contribution to the organization which uplift my career goals. I believe that I shall prove to be a reliable asset for the organization.

EXPERIENCE

JUBILANT CAPITAL • DEC 2023 - PRESENT

EXECUTIVE - HR & ADMIN

- New hire on boarding - paper work and conduction orientation session
- Record Keeping- Maintaining personnel files and HR related documentation.
- Benefit Administration - PF, ESIC, Professional Tax and Leave encashment, gratuity and local /outstation claim Processing.
- Employee Relation - point of contact between employees and top management.
- Calendar Management-Managing appointment, scheduling and meeting for MD.
- Travel Arrangement-Flight & hotel bookings for MD

UMS TECHNOLOGIES PVT LTD • JAN 2023 - DEC 2023

SECRETARY TO MD

- Calendar Management-Managing appointment, scheduling and meeting for MD.
- Travel Arrangement-Flight & hotel bookings for MD
- Other Activities: Processed invoice for payment- Credit card and mobile bill payments-Magazine and membership renewals.
- Managed confidential information with utmost discretion, maintaining strict confidentiality protocols

FENG TAY GROUP - LOTUS FOOTWEAR ENTERPRISES PVT. LTD • DEC 2011 -DEC 2013

HR ASSISTANT

- Human Resource- Analyzing internal recruitment.
- Performance appraisal management- Updating the appraisal report to GM's secretary office
- Training & Development- Updating the appraisal report to GM's secretary office.