

A.THILSATHBEGAM

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“I assure that I will show my process to excel in my given work.”

PROFESSIONAL EDUCATION

Course: M.S.W (Master of Social Work).

Specialization: Human Resource.

Institution: Jamal Mohamed College, Tiruchirappalli.

Qualification	Institute	Year of Passing	Percentage
MSW(HR)	Jamal Mohamed College (Autonomous), Trichy	2009-2011	73
B.Com(C.A)	Vivekananda College of Arts And Sciences For Women, Tiruchengode	2006-2009	57

WORK EXPERIENCE:

Working as a **Labour welfare officer** (Human Resource Department) in
T.ABDULWAHID & COMPANY (FOOTWEAR DIVISION), Ambur-635802
(From November 2011 to April 2012)

Job Responsibility:

- Conducting Interview.
- New Joining Formalities.
- Develop the relationship with employee.
- Understand the employee personal information.
- Verifying the employee attendance.
- Verifying the employee overtime.
- Verifying the employee tea token
- Verifying the employee wages, overtime, Incentive and Meals bills.
- Maintain employee on time in workstation.
- Maintain employee operation wise in conveyor.
- Maintain conveyor & workstation cleanliness daily.
- Cleanliness of Factory premises to be inspected once in a week. All type of respect & discipline is necessary.
- Welfare Activities:

- WorkManagementCommittee(Workrelatedinspections)
- DisciplineCommittee
- Health&SafetyCommittee
- Safety&SecurityCommittee
- Managementofsuggestions/complaintbox
- CanteenCommittee
- WorkPlaceSexualHarassmentVigilanceCommittee
- EmployeesGrievanceHandling&Counseling
- Counselingforemployee'spersonalissues
- AbsenteeismMonitoring&Counseling

WORKEXPERIENCE:

Workingasa**JuniorExecutive**(HumanResourceDepartment)in

SAVAINTERNATIONALPRIVATELTD,KARUR.

(From MAY-2012 to MARCH-2013)

JobResponsibility:

- StatutoryRecordsandISOComplianceBSCIAuditRecordsAreMaintained. Checking
- And Rounds go to the unit.
- Payrollpreparingforthesmartsoftwaresolution. New
- Employee Joining Formalities.
- WelfareRelatedActivitiesAreMaintained.
- Co-OrdinatewithMyDepartmentMembersandGoodSupportwithOurOrganization.
- Conducting Interviews.
- ConductingwithfirstAidtraining,firefightingtraining,andwork-relatedtraining. Employee's
- problems are analyzed.
- OT Preparation
- Stationaryfollowup.
- JobOrderandJobIssuePreparing.
- Helpingwithmydepartmentforsalarypreparation.

WORK EXPERIENCE:

- ☐ Working as a **Welfare officer** (Human Resource Department) in **RRD APPAREL SPVT LTD in KARUR** (From Aug'14 to Apr'17)

Job Responsibility:

- ☐ Welfare related activities are follow-up.
- ☐ New joining formalities.
- ☐ Counseling provided by the workers.
- ☐ Counseling report preparing.
- ☐ Absenteeism reducing.
- ☐ Workers Meeting Records Preparing.
- ☐ Checking and rounds go to the units.
- ☐ Welfare related trainings providing to the workers.
- ☐ Verified the workers incentives.
- ☐ All Employees Personal Files Maintained.
- ☐ Conducted by the various committees.
- ☐ Awareness providing by the ID card, Mask and other PPE'S.
- ☐ Employee's problems ensuring.
- ☐ Recruitment.
- ☐ Co-operating with the workers and my department.
- ☐ Welfare Activities:
 - Work Management Committee (Work related inspections)
 - Discipline Committee
 - Health & Safety Committee
 - Safety & Security Committee
 - Management of suggestions/complaint box
 - Canteen Committee
 - Work Place Sexual Harassment Vigilance Committee
 - Employees Grievance Handling & Counseling
 - Counseling for employee's personal issues
 - Absenteeism Monitoring & Counseling

WORKEXPERIENCE:

- Working as a **HRExecutive** (Human Resource Department) in **PVEXPOERTS, KARUR**. (From MAY-2017 to DEC-2019)

Job Responsibility:

- Checking and Rounds go to the unit.
- Payroll preparing for the Daily and weekly.
- New Employee Joining Formalities.
- Welfare Related Activities Are Maintained.
- Co-Ordinate with Employees and Good Support with Our Organization. Conducting Interviews.
- Conducting with first Aid training, firefighting training, and work-related training. Employee's problems are analyzed.
- OT Preparation
- Stationary follow up.
- Job Order and Job Issue Preparing.
- Helping with my department for salary preparation.

WORKEXPERIENCE:

- Working as a **HR & Admin Executive** (Human Resource Department) in **Coimbatore Cotton Concepts & Designs in KARUR** (From Jan'20 to Dec'20)

Job Responsibility:

- Auditing Registers Follow ups (SA8000, GOTS, BSCI) with HR Consultant.
- Various Committee Meetings Follow ups.
- First Aid Training Regards Follow ups.
- Daily Attendance BIO-METRIC based Follow ups. Initial
- Recruitment Follow ups.
- Payroll processing for manual punching updated in software.
- Factory Admin Related Works Follow ups (Water, genset diesel filling and others).
- Security records checking and follow ups (on duty, permission, leaves slips and DC'S).
- Courier Status in monthly follow ups.
- Courier bills and other follow ups.
- Disciplinary actions follow ups.
- Personal Files Management.
- Cooperating with the workers and my department.

WORK EXPERIENCE:

Working as a **HR Executive** (Human Resource Department) in
GreenLife Tex Pvt Ltd in KARUR (From JAN'21 to JUN'22)

Job Responsibility:

- GOTSC Certificate related records follow-ups with HR consultant.
- Various Committee Meetings Followups.
- Employees outsourcing work.
- Inward/Outward Records maintained.
- Daily Attendance maintained manually.
- Initial Recruitment Followups.
- Contract Labour's weekly wages maintained.
- Security records checking and followups (on duty, permission, leaves slips and other records).
- In-courier and Out-courier records maintained.
- Disciplinary actions followups.
- Personal Files Management.
- Monitoring housekeeping and checking employees.
- Cooperating with the workers and my department.

WORK EXPERIENCE:

Working as a **Sr HR Executive** (Human Resource Department) in
DROOL DOOR (From Jul'22 to Jul'23)

Job Responsibility:

- Overall Employees Salary Preparation.
- Various Committee Meetings Conducted.
- Recruitment Follow Ups. (Indeed, Monster etc...).
- Daily Attendance maintained manually.
- Initial Recruitment Followups.
- Contract Labour's weekly wages maintained.
- Security records checking and followups (on duty, permission, leaves slips and other records).
- In-courier and Out-courier records maintained.
- Disciplinary actions followups.
- Personal Files Management.
- Monitoring housekeeping and checking employees.
- Cooperating with the workers and my department.

WORK EXPERIENCE:

Working as an **Assistant HR Manager** (Human Resource Department) in **Geetha Ragunath Hospital** (From July '23 to Till Now)

Job Responsibility:

- Overall Employees Salary Preparation.
- Various Committee Meetings Conducted.
- Recruitment Follow Ups. (Indeed, Monster etc...).
- Daily Attendance maintained in Punching Software & Manually.
- Initial Recruitment Follow ups.
- Security records checking and follow ups (on duty, permission, leaves slips and other records).
- Patient side feedback Collecting.
- Disciplinary actions follow ups.
- Personal Files Management.
- Monitoring housekeeping and checking employees.
- Non Medical, Staff Nurse Duty list allocated.
- Overall department employee's grievance handling.
- Overall employees leave Proposal Planning.
- Cooperating with the workers and my department.

TECHNICAL SKILLS:

MS Windows/Office.

Basic Knowledge in Internet.

STRENGTHS:

Ready to Learn, Flexible and Believe in Teamwork.

Very Good Analytical Skills.

Communication with Go-

Ahead Thinking. Self Confidence

CO-CURRICULAR ACTIVITIES:

Socio Economic Conditions of Women Scavengers in Trichy Participated In Bharathidasan University Two Day National Conferences On Professional Social Work In India—Contributions To Welfare And Development.

Participated In UGC Sponsored National Seminar on Strategic Human Resource Management: Perspectives and Practices.

Pre and post psycho of the AIDS patients presented the paper in state level seminar on health issue of youth in India: problems and prospects.

One month field work training in Khajamalai Ladies Association (De-Addiction Cum Rehabilitation Center), Trichy

MAINPROJECT:

“ASTUDYONEMOTIONALINTELLIGENCEAMONGTHEEMPLOYEESOF TAMILNADU NEWSPRINT AND PAPER LTD KARUR DISTRICT.”

INDUSTRIALEXPOSURE:

Undergonetrainingin:**AcousticsIndiaPrivateLtd,Trichy**
GKEngineeringPvtLtd,Tiruchirappalli.
EIDParryIndia(P)Ltd,Pugalur.

INDUSTRIALVISIT:

- ☐ IndianNipponElectricalLimited,Hosur.
- ☐ RajsriyaAutomotiveIndustries(P)Ltd,Hosur.

HOBBIES:

- ☐ Playingindoorgames.
- ☐ Chattingwithmyfriends.Cooking
- ☐ .

PERSONALDETAILS

Name:A.ThilsathBegam.Nationality:Indian.

DateofBirth:29.05.1988.

Gender:Female..

MotherTongue:Tamil.

Languagesknown:English,Tamil

DECLARATION:

Iherebydeclarethatthedetailsfurnishedabovearetruetothebest ofmyKnowledgeand belief.If
Iamappointed,I shall do my level bestto thesatisfaction of my superiors.

Place:Karur

Date:

(A.THILSATHBEGAM)

