

Curriculum Vitae

BHARATHI S

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge and skills.

EDUCATION

Master of Business Administration (HR & MARKETING) With 75% (2012-2014)

Manakula Vinayagar Institute of Technology- **Pondicherry University.**

Bachelor of Commerce (Accounts & Commerce) with 71% (2010-2012)

Acharya Arts and Science College- **Pondicherry University.**

PROFESSIONAL WORK EXPERIENCE

Muthoot Finance Limited

(July 2015 – till date)

Role : JE –Administration (5+ years of experience) - **Pondicherry Regional Office.**

Key Roles & Responsibilities:

- Allocation of Funds to all 50 Branches and handling more than 2 Cr. Per day for daily branch transactions.
- Preparing MIS data for day-to-day business activities.
- Responsible for 50 branches GL & Insurance Target achievement.
- Handling employee's daily queries related to online portal, PF/ESI compensation etc.
- Maintaining and updating the MIS records and attendance report for Performance appraisal.
- Handling regional SIP coordinator role, entire NCD related documents and SIP logins for branch employees.

Statutory Compliances:

- Monthly preparation of ESI & PF reports for challans payment.
- Enrolling Employees into GMP (Group mediclaim policy).
- Guiding exit employees for PF withdrawal (Form 19& Form 10C) through both online and offline mode.
- Responsible for getting Labour office license for new branches and renew license for existing branches.

Payroll Management:

- Opening Bank account for new Employees.
- Accountable for providing Full & Final settlement of Employees.
- Responsible for staff welfares like conducting awareness training for Sexual Harassment, guiding staffs to get personal loans and other mediclaim benefits.

Sri Ram Vehicle Finance:

Role : **HR Executive**

(October 2014- March 2015)

Skills

- Providing Vehicle Loans to Customers.
- Recruiting Customer Relationship officers.
- Preparing Payroll, ESI & PF.
- Being able to keep a wonderful relationship with the customers through phone calls and Email by wishing them on their memorable occasions.

MBA Project ---

Summer Project (HR): A Project on the topic “**Workers Participation**” at **M/S UCAL Polymer Private Limited**, Pondicherry.

Main Project (Marketing): A project on the topic “**A study on effective customer’s services provided by M/S Shenbaga Cars Pvt. Ltd (MARUTHI)**”, Pondicherry.

Skills

- Being able to effectively lead teams
- Being able to manage stressful situations
- Being flexible
- Being able to maximize customer satisfaction

COMPUTER SKILLS

- Well versed with MS-Office suite and Internet.
- Operating systems in Windows Xp, Win 7 and 8

TECHNICAL SKILLS

- First class with Distinction in Typewriting English at Lower level. Speed up to 30 Words per minute.

CO-EXTRA CURRICULAR ACTIVITIES

- Got Bronze Medal in Business B-Quiz Competition in inters College Level.
- Winner in KHO KHO and Kabadi at interschool Level.
- Participate and won runner-up in Inter-level Boxing Tournament.
- Participated in Guinness World Record and got certificate in Achariya College.
- Got First Prize in 100 Meter & 200 Meter Running Race at Inter School Level.

STRENGTHS

- Dedicated to the work undertaken
- Ambitious to achieve position
- Sincere and hard worker

PERSONAL DETAILS

Bharathi. S			
NO: 576, Vazuthavour Road, Dharmapuri, Puducherry - 605009		Father Name	Mr.R. Seshathiri
Date of Birth	03.07.1991	Father Occupation	Business
Age	29 Years	Languages Known	English & Tamil
Nationality	Indian	Hobbies: Cricket, Listening Music, Craft work.	
Gender	Male		
Marital Status	Married		

DECLARATION

I humbly believe, I have the required qualification and skills to meet your job specification. If I am granted with an opportunity, I will take up tasks to at-most care and I also assure that I will work hard with full involvement to bring the best out of me for the welfare of my team and Organization that I work in. I am eagerly looking forward to hear from you.

Thanking you,

Place: Puducherry

Yours Sincerely.

Date:

(S. BHARATHI)