

RESUME

PERSONAL INFORMATION GANGA .B



📍 Tamil Nadu, INDIA
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✉ gangatrz@gmail.com

Sex Female | Date of birth 28 March 1991 | Nationality Indian
Marital Status Single

WORK EXPERIENCE

Dec 2019 to Till Date

MURALI ADS & PUBLICITY

Human Resource Manager

- Implementing & Revising a Company's Compensation Programme.
- Creativity & Revising Job Descriptions.
- Consistently Recruiting & Excellent Staff.
- Maintaining & Reporting on Work Place Health and Safety Complains.
- Conducting Performance and Wage Reviews. Recommending New Policies, Approaches & Procedure.
- Maintaining Company Disectory & Other Organizational Charts.

Nov 2018 to Nov 2019

NAJM AI RAYHAN BUILDING MAINTENANCE L.L.C Ajman , U.A.E(1 year)

Administrative Manager

- Supervising day to day operations of the administrative department and staff members.
- Hiring, Traning and Evaluating employess taking corrective action when necessary.
- Developing, reviewing and improving administrative system policies.
- Working with accounting and Management team to set budgets, monitor spending and processing payroll and other expenses.

May 2015 to Nov 2018

WORLD WIDE IMMIGRATION CONSULTANT

Trichy, India (3 years) HR Recruiter cum Admin

- Recruit the clients based on orders
- Verify the clients Education documents
- Provide Career Assistance to the Clients based on their experience.
- Train The Clients for embassy visa interview
- Maintain the office attendance and pay roll.
- Participate in planning and Development of Company.

Nov 2013 to May 2015

DHAYANIDHI MATRIC HR SEC SCHOOL
Trichy, India (2 years)

Teacher for class 1 std to x std

- Maintain discipline in the class room. Methodologies provide Resources for lessons, Simplify lesson plans.
- Provide informative presentation to students regarding different areas of studies and ensure that all students are cooperative.
- Adopt distinctive teaching methodologies documented all lessons.
- Organize healthy group discussion and mentored troubled Students.
- Worked closely with the other teachers to ensure all avenues of curriculum are met and delivered lessons the students.

EDUCATION

Master of Science in Chemistry
Bharathidasan University, Trichy, India .

Bachelor of Science in Chemistry
Bharathidasan University, Trichy, India .

Bachelor of Education
Ksk college, Kumbakonam, India.

Diploma in teaching Education
Mass college, Kumbakonam, India.

Post Graduates Diploma in Computer Application
BDPS Computer Education Institution Trichy,

SKILLS SNAPSHOT

- Overall skills in Hr recruitment and Admin.
- Good knowledge in computer.
- Good Communication skills and soft Skills.
- Effective team player.

FORTE SNAPSHOT

- Outstanding knowledge in recruitment methods
- Flexible, self-efficient, trustworthy and can work under Pressure.
- Able and willing to assist co-workers, supervisors, In a cooperative manner.
- Possess excellent verbal and written skills communication.
- Building good coordination with colleagues.

DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge and my experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.

GANGA .B