

CURRICULUM VITAE

SARASWATHI P

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Email:

sarachandran89@gmail.com

HUMAN RESOURCE



Personal Details

Nationality: Indian

Marital Status: Spinster.

Languages Known:

English, Tamil, Telugu, Hindi, Malayalam

Date of Birth: 08.09.1998

Visa Status: On Visit Visa

Permanent Address:

30B/7 kamarajapuram 20th street;
Pudukkottai Dist – 622001,
Tamilnadu—India

Address in UAE:

Saraswathi P,
Flat.No:411,
Near Splash,
67 AL Nahda St,
Dubai,U.A.E

Inter Personal Skills:

Superior interpersonal and presentation skills; self-motivated, ambitious young talented who can perform well under pressure adjusting to given condition at any environment, have leadership qualities and ability to respect and value all people's contributions.

PROFILE SUMMARY

I am a qualified HR professional with high motivation and passionate for the subject with ability to work under pressure and adapt to dynamic environments.

I am seeking an challenging position as "**Human resources assistant**" in your esteemed organization to utilize my professional knowledge and technical skills for achieving the given targets to meet the demands of the organization and ,at the same time, to enhance my knowledge and skills further.

EDUCATIONAL QUALIFICATION

- **Bachelor of Engineering(B.E)** in Electronic and Communication Engineering from Anna University-KSR College of Engineering and Technology- TamilNadu, India.
- **PG. DIPLOMA IN HUMAN RESOURCE MANAGEMENT** in Annamalai University – Tamilnadu, India.

PROJECTS, TRAINING, WORKSHOPS

Project: NEW GEN RIDERS SAFETY GADGET

The main objective of this Project is to design an intelligent or smart helmet, which act as a Security system and also a monitoring system for the two wheeler and its rider, This embedded system consists of the Sensors network with Communication modules, which helps to stop the drive or not to allow the driving at the critical or abnormal situations, also we are intended to set the accident detection system.

Workshop: Attended 1 day's workshop about "Home Automation using Internet of Things" at Karpagam Engineering college, COIMBATORE.

ADDITIONAL QUALIFICATIONS

- **ENGLISH FOR CAREER DEVELOPMENT** in University of Penny.

COMPUTER LITERACY:

- Office Suite- MS Office
- Photoshop

☞ **Name of The Company**

☞ **Period of Service**

☞ **Position**

☞ **Responsibilities**

ADDITIONAL QUALIFICATIONS

- ENGLISH FOR CAREER DEVELOPMENT in University of Penny.

EXTRA CURRICULAR ACTIVITIES

- Interested in music and have participated in many events at the college level.
- Leader in JRC at School Level.

PROFESSIONAL EXPERIENCE**: M KUMARASAMY COLLEGE OF ENGINEERING**

: From 05 May 2019 To 15 May 2021

: HUMAN RESOURCES ASSISTANT

:Working as HR ASSISTANT for the EDUCATIONAL INSTITUTE "M KUMARASAMY COLLEGE OF ENGINEERING, KARUR".

- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information
- Provides payroll information by collecting time and attendance records and Submits employee data
- Submitting reports by assembling, preparing and analyzing data
- Provides secretarial support by entering, formatting, and printing information
- Maintains employee information by entering and updating employment and status-change data
- Maintains quality service by following organization standards Helping in the planning stages of a specific project