

RAJESH G V

OBJECTIVE

To obtain a High position in a reputed Organization, where I will be able to contribute my skill, knowledge and experience to the betterment of the company and will give me an opportunity to develop my career.

SKILLS & ABILITIES

- Hard Working, Self-motivated, high level of energy.
- Verbal communication skills.
- Decision making and planning.
- Tolerant and flexible to different situations.

KEY SKILLS FOR ACCOUNTING



- Analytical thinking, planning.
- Accuracy and Attention to details.
- Organization and prioritization skills.
- Problem analysis, ability to solve problems efficiently.

EXPERIENCE

ASSISTANT MANAGER HR OPERATIONS – SHARED SERVICES – SDB SECURITY SERVICES PVT LTD

From July 2023 to September 2023

- Identity Card (IC) numbers generation for new joiners
- IC Number Activation, IC Number Approvals, Zero settlements for rejoining employees.
- Attendance, Bank Account updation, Employee data changes updation.
- Salary fitment working for new joiners & promoted Employees
- Co-ordinating with various regions in Attendance Management and Employee details.
- Recruitment, onboarding

HR EXECUTIVE & RECRUITER - AANOOR EFILING PVT LTD

From March 2023 to June 2023

Generation of PF & ESI ECR cum Challan, Monthly Return, CLRA, S&E Act, Labour laws, Payroll process in Saral Paycheck Software, PT, LWF, PF Claims, Employee Grievance, Attendance Management, Handling payroll for around 48 Companies, Recruitment.

Own EPF Consulting

From April 2019 to February 2023

Statutory Compliance related to EPF & ESIC related jobs.

ASSOCIATE - PF TRUST – VISBIN MANAGEMENT ASSOCIATES LTD (SITE: GE T&D INDIA LIMITED, CHENNAI)

14th December 2017 – 12th April 2019

- PF Monthly returns online, ECR Challan generation online in PF Portal.
- Verifying claim forms online and attesting the same.
- Collecting PF Settlement application and sending it to the PF settlement processing team and co-ordinating with the final settlement Vouchers from them in time and

Preparing cheque or NEFT Forms for transfer the amount to the employees bank account.

- Processing Pension Withdrawal claims and submitting it to PF Office, • Day to Day Bank Reconciliation,
- Collecting PF Loan application and sending it to the PF processing team and coordinating with the final Loan sanctioned Vouchers from them in time and and Preparing cheque or NEFT Forms for transfer the amount to the employees bank account..
- Processing Form 10-D claim processing for Retirement and V.R.S Employees and submitting the claims forms in PF Office.
- Assisting in Yearend Audit work.
- PF Compliance Audit
- Handled PF accounts of 5000 Employees
- Professional Tax payment to Government
- ESI new employee creation through Government Portal
- Gratuity & Superannuation Claim process and submission to Government Office.

ASSISTANT EXECUTIVE – TEAMLEASE SERVICES INDIA PVT LTD. (SITE: ALSTOM T&D INDIA LIMITED, CHENNAI)

03rd July 2013 – 13th December 2017

- PF Monthly returns online and offline, ECR upload.
- Verifying claim forms online and attesting the same.
- Processing PF and Pension Withdrawal claims, Day to Day Bank Reconciliation,
- Processing Loan application every month.
- Processing Form 10-D claim processing for Retirement and V.R.S Employees and submitting the claims forms in PF Office.
- Preparing Form 3 and submitting the same in PF Office.
- Assisting in Yearend Audit work.
- Handled PF accounts of 5000 Employees

ACCOUNTS EXECUTIVE – DAY N DAY SERVICES LTD (SITE: ALSTOM T&D INDIA LIMITED, CHENNAI)

14th May 2012 – 02nd July 2013

- Processing PF and Pension Withdrawal claims, Day to Day Bank Reconciliation,
- Processing Loan application every month.
- Processing Form 10-D claim processing for Retirement and V.R.S Employees.

EDUCATION

ALISON ONLINE CERTIFIED COURSE UNDER CPD (CONTINUING PROFESSIONAL DEVELOPMENT) CERTIFIED

Diploma in Human Resource – Passed in January 2024

RAJIV GANDHI COLLEGE OF ENGINEERING, CHENNAI

B. E. in Electronics and Communication Engineering – Course incomplete (2007-)

SHANMUGHA POLYTECHNIC COLLEGE, THANJAVUR

Passed Diploma in Electronics and Communication Engineering in second class in the year 2006 with 63.96%.

LEADERSHIP

Taking responsibility and works towards the goal in a good frame of mind.

PROJECTS UNDERTAKEN

Working and coordinating with a third-party team for implementation of
PF Accounting software in company in 2016

COMMUNICATION

Hard working, Good team player, Adopts well to different situation and individuals.
Flexible

LANGUAGES KNOWN

Read: Tamil and English

Write: Tamil and English

Speak: Tamil and English

PERSONAL DETAILS

Name : G. V. Rajesh
Father's Name : M. Gopalakrishnan
Date of Birth : 29/10/1986
Gender : Male
Marital Status : Unmarried
Nationality : Indian
Permanent Address: No : 31/18, Manimegalai Street,
Madipakkam,
Chennai – 600 091.

DECLARATION

I hereby declare that the above-mentioned information's are correct up to
my knowledge and I bear the responsibility for the correctness of the
abovementioned particulars.

Date:

Sincerely,

Place: Chennai

(Rajesh G V)