

CURRICULUM VITAE



SHIVASHANKARI.B

E-Mail: sivasankari423@gmail.com

Ph.no: 052-9495739

PROFILE SUMMARY:

To put to use the skills acquired during the years of my technical education and Sharpen my skills, widen my experience by being a part of a progressive and leading company.

WORK IN UAE (Gulf Experience):

- Working as An – Sales & Service/ collection Accounts Receivable in **M/s. Orchid International Cleaning Equipment Tr . L.L.C., Sharjah FZE UAE** from Jan 2019 onwards. (Employment Visa)
(This is a group of Trading Company having 7 Branches in UAE , This is a part of **HYGIENE FRESH FZE** , in Sharjah (Hygiene Fresh is Recognized as the world's leading manufacturer , supplier and services provider of a wide range of modern air care and Washroom Hygiene Concerns . Software: **FOCUS ERP**)
- Accountable for Generating SOA & sending the outstanding bills to Customers & consumers
- Preparing Tax Invoice & issuing the Delivery Note to the Customers.
- Sending E-mails for Payment follow-ups.
- Using the Software FOCUS – ERP Daily based collections posting as Receipt Voucher.
- Submitting an Audit collection Report to Finance Department daily.
- Responsible In coordinating accounts Payable to ensure accurate and prompt billing & collection.
- Arranging persons for collection of payments & Re-submitting unclear Tax Invoice bills.
- Updating customer files monthly data wise scanning & filing saved in Company database.
- Answering the phone calls in the office and attends client's needs.

EDUCATION QUALIFICATION:

PG: (MASTER OF BUSINESS ADMINISTRATION)

Specialize in M.B.A (HRM) 2014-2016 batch with first-class at Annamalai University.

UG: (BACHELOR OF ENGINEERING)

Specialize in B.E (EEE) 2010-2014 batch with first-class at Anna University.

WORK EXPERIENCE IN INDIA:

- Syrma technology Pvt Ltd., HR executive role in 2017-2018 (company staff) in Chennai.
- Syrma technology pvt ltd., as Quality Engineer in 2016-2017 (Tamilnadu BOAT) Internship.
- Syrma technology pvt ltd., as Trainee Engineer in 2014-2016 (contract).

RESPONSIBILITIES:

HR EXECUTIVE ROLE

- RECRUITMENT
- MAINTAIN HR POLICIES & HR MANUAL
- ATTENDANCE & LEAVE RECORDS
- PERFORMANCE MANAGEMENT
- EMPLOYEE ENGAGEMENT
- WORKFORCE MANAGEMENT
- STATUTORY COMPLIANCE
- EXIT FORMALITIES
- COMPENSATION & BENEFITS
- EMPLOYEE MOTIVATION

QUALITY ENGINEER ROLE

- SCREEN PRINTING & OVEN TEMPERATURE
- BACKEND STUFFING
- OEM ELECTRONICS BOARD ASSEMBLE & FINAL VI
- FINAL TESTING & QUALITY CHECKING – PACKING

COMPUTER EXPOSURE:

Operating System : (windows XP, windows-10), MS office.

Tools : Adobe Photo Shop, MAT lab, C++, C.

PROFESSIONAL TRAITS:

- Willingness to learn team facilitator hard worker.
- Disciplined & good etiquette.
- Ability to deal with people diplomatically.
- Self motivated person.
- Very good English reading, writing, and speaking.
- Ready to work under pressure.
- Capable to handle multiple projects.

ACHIVEMENTS:

- Got many prizes school level co-curriculum activities.
- Got 100% Attendance Award (2010-2014) collage level.

PASSPORT DETAILS:

PASSPORT NAME : Shivashankari.B
PASSPORT NUMBER : S0766481
PASSPORT VALIDITY : 16/04/2018-15/04/2028

PERSONAL PROFILE:

Name : Shivashankari.B
Date of Birth : 25/06/1993
Sex : FEMALE
Marital Status : Married
Nationality : Indian
Languages Known : English and Tamil, Malayalam (Hindi – knowledge).
Visa Status : Employment VISA
Joining Status : Immediately

DECLARATION:

I hereby declare that all the above-mentioned details are true to the best of my knowledge.

Date:

Place:

(B.SHIVASHANKARI)