

Ms.J. JAYALALANI

✉ j.jayalalani@gmail.com

☎ 0774046925

OBJECTIVE

Seeking a position with a dynamic organization, where I can learn as well as contribute to the growth of the organization by being resourceful, innovative and flexible. To be dedicated towards my assignment and to deliver the commitment expected out of me.

WORK EXPERIENCE

Executive HR- July 2022 to April 2024

Universal Manpower Services, Chennai, India - Consultancy

Reporting to Manager HR & MD, I am responsible for:

1. Recruitment

1. Coordination with Technical panel and understanding their requirements, defining job positions.
2. Advertising vacancies, Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
3. Short listing the resumes based on desired skills and experience.
4. Conducting telephone and Personal interviews in coordination with department heads.
5. Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

2. Training & Development

1. Scheduling and arranging training while coordinating with external trainers and training programs.
2. Encouraging participation of employees in various organizational events.
3. Issuing training certificates after completion of the training.

HR Administration

1. Maintaining employee's personal files and records, communicating HR policies & across the organization at all levels.
2. Tracking attendance and maintaining leave records.

3. Preparing reports for payment of statutory dues including professional Tax, Provident Fund, ESIC, LWF.
4. Preparation of Payroll end to end and to prepare and issue monthly salary pay slips.
5. Coordinate employee separation process and preparation of full and final settlement.
6. To Manage and update HRMS database.
7. Keeping track of Confirmation, Appraisals, and Increments of employees.
8. Preparing various letters like confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
9. Handling employee grievance and to ensure proper work environment in office.

3. Employee Engagement

1. Effectively managing welfare measures, management - employee get together, picnics & parties.
2. Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

ACADEMIC PROFILE

Qualification	Name Of the Institution	Name Of University	Year of passing	Score
MBA (HR and Finance)	Thangavelu Engineering College	Anna University Chennai	2022	7.92 (CGPA)
B.E (Civil Engineering)	New Prince Shri Bhavani College of Engineering And Technology	Anna University Chennai	2019	7.3 (CGPA)
Diploma (Civil & Environmental Engineering)	Dr.Dharmambal Government Polytechnic College for Women	Autonomous	2016	88.30%
SSLC	Holy Family Matriculation Hr.Sec School.	Matriculation	2013	90.20%

COMPUTER LITERACY

❖ Packages : Matrix,ESSL,MS office.

CERTIFICATE COURSES

- I have Completed Certification **Course on Labor and Industrial Law.**
- I have completed certification course in **Computer Aided Design and Drafting, Revit”**

MY SKILLS

- ❖ Fast Learner
- ❖ Good Communication skills
- ❖ Extremely Hardworking

PERSONAL DETAILS

Father's Name : S.Jayakanthan
Current Address : No 271A, Wanavasala Road,Kelaniya.
Date of Birth : 22.10.1997
Nationality : Sri Lankan
Languages known : Tamil,English and Sinhala

DECLARATION

I hereby declare that, the above information furnished by me is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

PLACE : KELANIYA

yours faithfully

DATE :

J. JAYALALANI