

CHINNA . T

Ph : +91 9677035388

Email ID : chinnathirupal8@gmail.com

Career Objective:

Chinna T is an FINANCE professional with over 6 years of experience in Talent acquisition and Employee Engagement End to End with a proven record of working in at an environment to analyze needs ,recommend and implement creative ,workable and cost-effective solutions.

Academic Chronicle:

- **MBA in FINANCE**
Madras University– Chennai (2018 TO 2020)
- **BCOM–Bachelor OF COMMERCE** (2012 TO 2015)
MADRAS University–MBC COLLEGE ,Chennai
- **Higher Secondary**, RCM School (2010 TO 2012)

Career Profile:

Velammal Group of Institution – Chennai as ,ADMIN OFFICER(Jan2016–Tilldate)

Roles & Responsibilities:

- Maintain records for financial segment and for auditing purpose .
- School function arranging , budget preparing for programmes .
- Records submissions to main school , taking every reports for auditing .
- Approaching parents for queries and complaints & solving the issues .
- Attendance Incharge, marking attendance in daily reports consolidation .
- Salary Incharge , payroll processing ,
- Testimonials collection of every academic year for new students consolidate for government records.

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- Cash collections for every term fee
- Projection sheet calculation for budget preparation updated .
- Post Recruitment activities: Side jacking, Document verification,
- Employee ID Generation, File Filling, Corporate Induction and training.
- Daily and Weekly reports on recruitment for hiring hand over to operations
- My role as a Lateral Recruiter involves screening of profiles; coordinating of interviews with the help of HR operations
- Members;HRinterview,referencechecks,salarydiscussion&negotiations,issuingtheofferletter&joining form a lities, Induction to new Joiners.

Achievements:

- Success full implementation provided an good knowledge & atmosphere for the students and staffs .
- QuarterlytrainingforthePublicRelationsOfficertowardsPersonalityDevelopment,Soft-skills,Maintenanceof records and technique soft converting business(admissions).
- Efficientlyhandledmorethan30clientsforRecruitmentandhadcontinuouslyachievedtargetsfortheperiodof 2 year .
- Targetsetforarecruiteris75000/-pm(onemonthCTCofthecandidateweplace)

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Key Skills:

- Positive Attitude, Self-motivated. Hard and Smart working capabilities.
- People-management, coordination, delegation and development
- Versatile team player with excellent analytical, communication and interpersonal skills.
- Proven ability to maintain confidential information infast-paced environment.
- Efficient in interviewing and assessing people.
- Expert in recruiting the people according to the company policy.
- Proficient in giving valuable decision and taking the feedback from the employees.
- Expert in taking the order from the seniors and giving the valuable suggestion.

Personality traits

- Remarkable analytical, logical and mathematical skills.
- Innovative in assessing the qualities of people.
- Efficient in communicating well in written and verbal both.

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Personal Information:

Date of Birth : 28 th JUNE 1995.

Father's Name : Thirupal M

Marital Status : Single

Gender : Male

Languages known :Tamil, Telugu, English

Declaration:

I hereby, declare that all the above information's are true to my knowledge.

(Chinna T)