



# NAVEEN RAJ. MSW, B.Ed.,

Lourth Purem B. Pallipati Post \* Pappiraddipatti Taluk □ Dharmapuri (Dist) □ Tamilnadu - 635301

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## PROFESSIONAL EXPERIENCE

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### PRANAV JEWELERYS CORPORATE OFFICE - CHENNAI

#### HR & ADMIN, Sep 2022 to Till Now

- Admin work
- Recurrent and Training & Development.
- Staff in & Out checking, Leave Allocated in Section wise.
- Daily Attendance checking. Abstract send to Branch Manager.
- Esi & PF New Employee add and preparing.
- Statutory Forms Maintenance
- Edp work stock update and closing
- Daily Run Target list prepared.

#### SREE KUMARAN THANGAMALIGAI – THENI TN.

An Energy efficient management organization

#### HR & Admin Senior Executive, – 2021 to 2023

Handled the complete HR and Administrative works for the startup company. Instrumental in working close with the top management in all HR related activities. Created and maintained records of employees including accounts management.

- ◆ Admin Works
- ◆ Telemarketing
- ◆ Handling company Accounts & petty cash.
- ◆ Ticket Booking , Travel Arrangement

#### KRC PVT LTD — Chennai, TN

Market Leader, The Third largest Wind Energy Company in India with Vensys AG, German technology

#### HR & Admin Executive & Projects, Sep 2007 to June 2014

Recruited people to the startup company in Chennai, branch offices & Project offices in pan India. Supported management in HR day to day operation. Worked with senior management recruit employees; and develop orientation, arranged training and support. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; prepare Statutory Documents and Submit PF,ESI Office.

#### *Key Results:*

- ◆ **1. Recruitment**
- ◆ Organizing telephone and Personal interviews in coordination with department heads.
- ◆ Preparing offer letter, checking joining Formalities and documentation.
- ◆ **2. HR Administration & Employee Engagement**
- ◆ Compilation & processing of attendance data in attendance system.
- ◆ Processing monthly attendance musters for workers, trainees & officers.
- ◆ Maintaining employees personal files and records, Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- ◆ Celebrations - Diwali, Ganpati Festival, and other company events

- ◆ Effectively participated in welfare measures, management - employee get together & parties.
- ◆ **3. Projects**
- ◆ Land documents verifying & support with Site manager.
- ◆ Documents submit Legal Department & Site Coordinate.

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## PROFESSIONAL EXPERIENCE (*CONTINUED*)

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### THE CHENNAI SILKS TEXTILES PVT LTD

*The Leading Textile Company in Tamilnadu*

#### **HR Assistant,**

Assisted team in HR & Admin functions such as including identifying employees, administering benefits, and managing HR record.

#### ***Key Results:***

- ◆ Short listing the resumes based on desired skills and experience.
- ◆ Processing monthly attendance musters for workers, trainees & officers.
- ◆ Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- ◆ Allied admin works

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## EDUCATION & CERTIFICATIONS

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### PERIYAR UNIVERSITY —DON BOSCO COLLEGE DHARMAPURI

- ◆ MASTER DEGREE - Social Works (MSW. HRM), 2019 - 2021

### TAMIL NADU EDUCATION UNIVERSITY - CHENNAI

- ◆ BACHELOR DEGREE - Bachelor's of Education - 2017-2019

### PERIYAR UNIVERSITY - AVS College of Art's & Science Salem

- ◆ BACHELOR DEGREE - BA English .2012 - 2015

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## OF NOTE

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#### **Computer Skills:**

- ◆ HRIS applications (Adrenalin, Pocket-Sage,)
- ◆ MS Office (Word, Excel, PowerPoint, Outlook)

#### **Personal Information:**

- ◆ DOB :- 04-06 -1994
- ◆ Sex : Male
- ◆ Marital Status : Un Married
- ◆ Nationality : Indian
- ◆ Language : Tamil & English
- ◆ Hobbies : Listening Music &Book Reading & Sports