

Sudharma Ramesh

#34 B, Chaitanya Greenford 1, Opp Sai Gardens, Seegahalli, Kadugodi, Bangalore - 560067

Mobile No: **9787288002**

Email ID: **sudhinediyadath@yahoo.com**

Objective

To continue as a working woman, contributing to the growth and prosperity of the company that I work for and build my career through hard work, commitment, sincerity in all that I do.

EDUCATION

EDUCATIONAL QUALIFICATION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
B.COM	MUMBAI UNIVERSITY	1995-1996	SECOND CLASS
P.U.C	MUMBAI UNIVERSITY	1992-1993	62%
S.S.L.C	MUMBAI UNIVERSITY	1990-1991	SECOND CLASS

Skills & Abilities

Teaching. Completed Teachers training at ACT

Payroll processing, ESI, UAN, Attendance maintenance, Joining formalities, etc.

COMMUNICATION

- As part of the payroll team, I have been communicating with everybody in the organizations that I have worked for, including field officers and the customer representatives.

TECHNICAL QUALIFICATION

- COMPUTER : BASIC, MS WORD, MS EXCEL
- Certified Course of HR.
- Teachers training in Asian College of Teachers(ACT) institute

EXPERIENCE

HR EXECUIVE IN TANN UTILITY SERVICES PVT LTD FROM 10TH JUNE 2019 TO DECEMBER 2023

Roles and Responsibilities.

- Maintain Employees' personal file details and relevant documents.
- Ensure all new joiners are issued FORM Q.
- Ensure generation of EPF, UAN Number and ESI Number of all new joiners.
- Ensure all site wise attendance cycle monitoring and processing from 26th to 25th and 1st to 30th or 31th and if any site attendance cycle changes, then to be monitor.
- Ensure Minimum wages to be paid as per costing approval by clients.
- Payroll process as per approved costing.
- Ensure site wise salary payment as per client schedule.
- Ensure that site wise salary is put on hold if specifically intimated by the Operations team to do so.
- Preparing the Salary bank Upload Statement.
- Ensure Payment of bonus Monthly and Yearly location wise as per client approvals.
- Ensure Statutory compliance of wage details such as ESI, EPF and PT Challans and ECR copy's are sent to the clients every month.
- Maintain client wise employee lists and details and send to client on request.
- Handling employees query through phone.
- Coordinate with team to help Auditing.
- Issuing salary slips for all sites allocated to me.
- Monitoring new joiners ID cards.

SUPPORT CORDINATOR HR IN VHIRE4 U FROM SEPTEMBER 2013 TO JANUARY 2015

Roles and Responsibilities.

- Joining Formalities

- Exit formalities
- Maintaining personal files of all the employees.
- Maintaining soft copies of all employees and updating the tracker.
- Entering data into the software.
- Leave and attendance management.
- Maintaining Duty Roster
- Payroll Inputs.
- Induction to the new employees
- Allocation of PC, Seat arrangements for the new employees.
- Issuing various letters to the employees like Appointment Letter, Experience Letter, Address Proof letter, Confirmation letter, etc.

HR EXECUIVE IN TANN UTILITY SERVICES PVT LTD FROM 10TH JANUARY 2015 TO FEBUARY 2016

Roles and Responsibilities.

- Joining formalities.
- ESIC generation.
- Payroll Processing.
- Preparing Muster roll.

PERSONAL DETAILS

Name : SUDHARMA RAMESH

Husband name : RAMESH K NEDIYADATH

Date of Birth : 25TH Oct, 1975

Nationality : INDIAN

Marital Status : MARRIED

Address : 34 b, Chaithanya Greenford 1, Opp Sai Gardens, Nr HP Petrol Pump, Seegahalli, Kadugodi, Bangalore – 560067

Gender : FEMALE
Languages Known : ENGLISH, HINDI, MALAYALAM, MARATHI.
Hobbies : READING, LISTENING TO MUSIC

DECLARATION

I hereby declare that the above given details are true.

Date: Thanking you

Place: SUDHARMA RAMESH