

Shejo S V



E-Mail : shejo7774shejo@gmail.com

Mobile : +91 6383499092

CARREER OBJECTIVE

Becoming a research analyst will provide professionals with a great deal of career flexibility. As these positions are also in high demand, recruiters are always looking for individuals who possess the talent and drive to ascend to the next level.

PROFILE

Ashok Leyland Foundry Division Ltd, Ennore Chennai :
(Since - July 2023 to February 2024)

Employee Relations - Notice preparation and communications.

- Preparation of notices and maintaining data in system

Trainees Management

- Addition & Deletion of Trainees
- Preparation of notices and maintaining data in system
- Conducting OJT for Trainees
- SAP Id Creation

Contract Labour Management

- Invoice Cheking
- Form V A submission for NFH to JD Office
- Form VI & VII Verifying and Updating data in system
- Form V submission to JD office for Vendor Licence
- Analysing manpower & Raising PR

Welfare

- SAP - PR, PO, AIP Level 0 Creations
- HR Admin - Stationary reservation and welfare materials reservation
- Creating Service Entry sheet for 3rd Party Executives

ACADEMIC PROFILE

SCHOOL /COURSE	INSTITUTE	YEAR OF PASSING	% of Marks
Master of Business Administration	Scott Christian College, Nagercoil	2023	72.00
BSC Information Technology	CMS College of Science and Commerce, Coimbatore	2021	74.00
HSC	VKP Higher Secondary School, Colachel	2018	60%

SOFTWARE SKILLS

- MS Office & Outlook
- SPSS
- C, C++
- Canva
- SAP

KEY SKILLS

- ❖ Decision Making
- ❖ Ability to travel, as necessary.
- ❖ Excellent Team worker.
- ❖ Team working, Flexible and adaptable.
- ❖ Problem Solving
- ❖ Leadership
- ❖ Hardworking

PROJECTS

- Job Satisfaction towards welfare measures with special reference in Globalink ww india pvt.ltd.
- Mini Improvement project – Establishment of training modules in Skill Development Centre

PERSONAL DETAILS:

Father's Name	:	Selvaraj T
Date of Birth	:	14/09/2000
Gender	:	Male
Marital Status	:	Single
Religion	:	Christian
Nationality	:	Indian
Languages Known	:	Tamil, English
Address	:	7/81 A/1 Mottavilai, Karankadu (PO), Kanyakumari District, Tamil Nadu – 629809

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:- Nagercoil

Date:-

**SIGNATURE
(SHEJO S V)**