

Curriculum Vitae

HR Executive

Name : Swathi

Email ID : swathimugesh1813@gmail.com

Contact : +965 51432122, +91 7449001805

OBJECTIVES:

Organized and detail-oriented professional with experience in administration and finance, dedicated to efficiency and accuracy.

EDUCATIONAL QUALIFICATION:

- **Master of Business Administration**
Manonmaniam sundarnar university, Tamil Nadu-2019 to 2021.
- **Bachelor of Commerce**
St. Xavier's college, Tamil Nadu- 2016 to 2019.

WORK EXPERIENCE:

- **HR Executive**
The Consultanzy-2023 to 2024.
 - Recruitment & Hiring – Managed end-to-end hiring, ensuring the right talent acquisition.
 - Employee Relations – Resolved employee concerns and promoted a positive workplace.
 - Policy & Compliance – Implemented HR policies and ensured legal compliance.

- Performance & Training – Supported appraisals, employee growth, and training programs.
- **Accountant**
Vasu & Co-2021 to 2023
 - Managed financial reports, audits, and tax compliance.
 - Handled budgeting, forecasting, and account reconciliation.
 - Ensured regulatory compliance and supported external audits.

PROJECT:

- The stress management among employees in Dainik Baskar, Mumbai, India.
(February - March 2021)

CERTIFICATION:

- AWS Solution Architect
- Digital Marketing fundamentals
- Tally ERP.9

SKILLS:

- Management skills
- Talent Acquisition & Recruitment
- Employee Relations & Engagement
- Performance Management
- Training & Development
- Leadership

PERSONAL DETAILS:

Spouse name : Mugesh Bala Kumar

D.O.B. : 18-05-1999

Passport no. : C0284001

Civil id no : 299051804008

Passport expiry date : 22/07/2034

Nationality : Indian

Languages Known : Tamil and English

DECLARATION:

I hereby declare that the information stated above is true to the best of my knowledge and Belief.

Place:

Your's sincerely,

Date:

Swathi