

Surya Durairaj

Admin Executive

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Languages

English

About

Seeking to grow my career by taking up a leading role in HR by working on new HR process and policies coupled with their implementation. Person-oriented and competent individual looking to gain extensive knowledge of managing the relationship with employees. To do the jobs assigned to me sincerely and use my skills and abilities effectively resulting in the growth of the Organization.

BRANDS WORKED WITH

SHRI SAAI MANAGEMENT

Experience

● ADMIN EXECUTIVE

SHRI SAAI MANAGEMENT | Jun 2015 - Dec 2022

JOB PROFILE

- o Joining formalities of New Joiners.
- o Providing Offer, Appointment & Confirmation Letter to all Employee.
- o Plan & execute the day-to-day work schedule.
- o Co-ordinate & Contact with HR Manager.
- o Planning & Scheduling the Work on daily basis.
- o Coordinating with the bank for New Salary Account Opening.
- o Follow-up with the Accounts Department regarding salary and other payments.
- o Attendance bio-metric punch.
- o Follow-up with the Account Department regarding payment of Principal payments to vendors,
- o Processing of ADMIN bills on Monthly Basis.
- o MIS Reports on daily, weekly and Monthly Basis.
- o Preparation of Monthly MIS reports.
- o Weekly Updating of leave forms, on duty & Petrol allowance and submitting to Head HR.
- o Manages House Keeping Staff & maintaining House Keeping Stock Report
- o Ensuring Safety measure to be followed on daily basis.
- o Handling all workers enquiries & grievances.

Education & Training

2023 - 2023 ● **University of East London-(September**

Master of Science,

2012 - 2015 ● **Bharathidasan University-May**

Bachelor of Science in Mathematics,