

VIGNESHWARAN.M  
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MADURAI, TAMILNADU.  
HR Cum ASST. MANAGER

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### **Professional Summary**

- Human resource professional with experience in delivering high quality results. Extensive background in HR generalist affairs, including recruitment and retention, staff training and development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and compliance.
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### **Skills**

- Payroll Administration
- New Hire Processing
- Attention To Detail
- Communication
- Organization
- SAP Accounting
- TallyERP9
- MS Excel
- MSWord
- MS PowerPoint

### **Experience**

**June 2022**

#### **Asst.Accountant / Payroll Asst –Devi Group of Company–Madurai/Tamil Nadu**

- Process payrolls on both a bi-weekly and monthly basis for more than 400 employee's states.
- Maintained payroll information by calculating, collecting and entering data.
- Maintaining TALLY entries.
- Accurately calculated bonuses, salary increase and overtime.
- Preparing TDS Preparation.
- Travelling Expenses & vehicle Expenses on both a bi-weekly and monthly basis for more than 200 employees states.
- SAP [AP invoice, Journal, Outgoing payments, Incoming payments, Sales Order, Reconciliation.]

### **January 2023**

#### **HR (Human Resources)-INDICOTGLOBAL EXPORTSS -Tirupur / Tamil Nadu**

- Processed payrolls on both a bi-weekly and monthly basis for more than 120 employees.
- Accurately calculated bonus, salary increase and overtime.
- HRSSOFTWARE (pay slip, mustore roll, salary statement, punching report )
- Maintains to Committee Record, IF Record and Legal documents.
- Maintain PF, ESI, IF Records.
- Audits like SEDEX, GOTS, OEKOTEX and compliance record monitoring.
- Tally ERP (Entries for purchase, sales, payments, Receipts are both.)
- GST calculations.
- Petty cash.

### **June 2024**

#### **HR cum Asst. Manager - Vertex Clothing Company Tirupur / Tamil Nadu**

- HRSSOFTWARE (pay slip, mustore roll, salary statement, punching report )
- Maintains to Committee Record, IF Record and Legal documents.
- Maintain PF, ESI, IF Records.
- Audits like SEDEX, GOTS, OEKOTEX and compliance record monitoring.
- Maintaing production Records.
- Dying and Printing follow up.
- Buyer communication.

### **Education**

**B.Com** in corporate secretaryship, 2019-2022 (Madurai/Tamil Nadu) Graduated from Sourashtra College (Madurai Kamaraj University)

**Higher Secondary** 2017-2019 (Madurai/Tamil Nadu) Completed my Higher Secondary from MLWA Hr.Sec.School Under Tamil Nadu State Board.

**SSLC** 2016-2017 (Madurai/Tamil Nadu) Completed my Higher Secondary from Sourashtra Hr.Sec.School Under Tamil Nadu State Board.

**DCA** (Diploma in computer application)

### **Strengths**

- Self - Motivated, Self-confidence and Quick learner.
- Ability to work with team as well as individually.
- Hard Working, Smart Working and Dedicated.

**Personal Details**

- DOB:21.03.2002
- Father Name : A . Mahesh babu
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Languages Known : Tamil & English(Read, Write & Speak)
- Area of Interests : Watching in Movies, Games.

**Declaration**

I do here by confirm that the information provide above is true to best of my knowledge and belief.

VIGNESHWARAN.M