

CURRICULUM VITAE



B. Mary Vijaya

Plot No 146, EastSree Ganesh
Nagar, R.L. Nagar, Rampally
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Career Objective

Seeking a challenging environment that encourages continuous learning and creativity provides exposure to new ideas and stimulates personal & professional growth and challenging role in an organization where I can attract with the new people and show my abilities.

EDUCATIONAL CREDENTIALS

- B.A, from Madurai Kamaraj University at Hyderabad in year2005-2007
- Intermediate from Wesley Junior College in the year1991-1993.
- S.S.C in the year 1990
- MBA – HR distance Education (Affiliated to Madurai Kamaraj University at Hyderabad in year 2013-15)

COMPUTER & TECHNICAL SKILLS

- PGDCA was done in the year 2003. Good knowledge in Basics, MS-Office,
- PowerPoint Presentation, Excel etc. Hands on experience in data entry.
- Typewriting - Higher 60 words per minutes (*First Class*)

WORK EXPERIENCE

- 1. Worked as a Sr. Executive HR and Admin at De Dietrich Process Systems India Pvt Ltd fromJune 2012 to September 2021.**
- 2. Working in Growth Accelerator Technologies Pvt Ltd at Rampally Hyderabad 501301**

Job Responsibilities Sr. Executive HR and Admin:

Reporting directly to the CMD and COO of the company and taking care of the front office activities as well as arrangements of day to day requirements for smooth office administration, organizing conferences, meetings, and travel & visa arrangements of foreign directors and overseas delegates. Up-keeping of office automation and maintenance.

Job Responsibilities

I. Recruitment:

- Fixing of job description or job analysis through required department/person.
- Screening and Short listing of candidates based on job description through telephonic interview, mail, etc., for recruitment.
- Co-ordinating and Conducting - front liners & middle management interview Schedules.
- Conducting screening test, practical test, interviews & Wages
- Middle management - Screening / Written test, interviews & fixing compensation
- Advertising vacancies, screening and short-listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

II. HR Administration:

- Maintaining employee's personal files and records.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement.
- Generation of Experience Letters, Relieving Letters.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment Letter, transfer letter, warning letter, experience/service Certificate, relieving letter, etc
- Conducting Stay and Exit interviews for Front liners & Middle management.
- Carrying out PCB & Safety Compliances, Carrying out General Admin & Plant Infrastructure Maintenance,
- Stationery: To ensure timely procurement as per the user's requirement.
- Security: To ensure overall security arrangement, movement of men and material within/ from the Company's premises.
- Coordinate Meetings/Visits / Annual Activities

III. Job Responsibilities:

- Daily Checking – Up Attendance- Random Surprise checks in shifts.
- Daily updating Timecards. Daily updating Leave record and leave register.
- Issue of canteen coupons and maintenance of canteen Accounts.
- Preparation of salaries and wages before 3rd of every month.
- Complete House – Keeping of Plant and Office Building, Front Office and Security Rooms, Toilets

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2. Worked as a Receptionist at Nile Limited from July 2007 to 2012.

Job Responsibilities

- Direct Reporting to the Top Management and take care of the front office activities.
- Take care of the foreign customers and local customers' boarding & accommodation.
- Arrange the board meeting schedules as per instruction of Top Management.
- Take care of the complete housekeeping activities and maintaining neat and hygienic environment.
- Maintaining the record of Stationary and indenting as per requirement.
- Maintaining the courier service.
- Preparing the bills of administration and submitting to the accounts department on time.
- Take care of the Land line Phones and office mobiles and recharging on time.
- Take care of the Garden Maintenance.

3. Worked as a Receptionist at Management Consultant, from May 1999 to June 2007

Job Responsibilities

- Worked as a Front Office cum Office Administrator, at Management Consultant, G-5 Srinivasa Towers, Begumpet, Hyderabad 500016.

PERSONAL PROFILE:

NAME : B. MARY VIJAYA
FATHER'S NAME : T. ARTHUR
DATE OF BIRTH : 14.05.1975
SEX : FEMALE
MARITAL STATUS : MARRIED
NATIONALITY : INDIAN
LANGUAGES KNOWN : ENGLISH, HINDI & TELUGU
HOBBIES : READING PAPER, LISTENING MUSIC.

I hereby declare that the above information and particulars are true and correct to the best of my personal knowledge and belief.

Place : Hyderabad

Date :

B.MARY VIJAYA