

BANUBARATHI J

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Career Objective

My objective is to work in a motivating environment, where I can get an opportunity to learn and excel. I hope to utilize my skills to the best and to contribute for the growth of the organization.

Academic Qualification

Degree/ Course	Institution	University / Board	Year of Passing	% of Marks
B.E (CSE)	Rajalakshmi Engineering College, Chennai	Anna University, Chennai	2011	71
HSC (12 th)	AV Meiyappan MHSS, virugambakkam	State Board , Tamil Nadu	2007	77
SSLC(10 th)	AV Meiyappan MHSS, virugambakkam	Matriculation, Tamil Nadu	2005	76

Work Experience

KALPATHRU GLOBAL SCHOOL

Duration : **April 2021 – April 2022**

Designation : **Teacher**

- Mentor and bond with children.
- Handling Grades syllabus and activities.
- Teaching children good habits and manners.
- Record observations and use them constructively to ensure all students are cared for and are intellectually strong.
- Understand the Children's needs and teach them in the way they love to learn.
- Design or customize classroom space and common space based on the curriculum.
- Understand the Theme based syllabus and conduct classroom activities.
- Use the resources to ensure an enjoyable classroom experience is provided.
- Closely work with administration & peers during events and celebration.
- Prepare class students for assembly, class dance, plays and any other performances.
- Conduct games for children and parents.

PIXIE PLAY SCHOOL – Velachery

Duration : **June 2018 – March 2020**

Designation : **Center Head**

- Handling admissions, educator recruitment, facilitating personal training and marketing activities.
- Mentor and bond with children
- Handling Pre-KG syllabus and activities
- Teaching children good habits and manners.
- Record observations and use them constructively to ensure all students are cared for and are intellectually strong
- Understand the Children's needs and teach them in the way they love to learn
- Design or customize classroom space and common space based on the curriculum
- Understand the Theme based syllabus and conduct classroom activities
- Use the resources to ensure an enjoyable classroom experience is provided.
- Closely work with administration & peers during events and celebration
- Prepare class students for assembly, class dance, plays and any other performances
- Conduct games for children and parents

Kanchana Paati (Wipro's Littlest) – Sholinganallur Wipro Branch

Duration : **Feb 2018 - May 2018**
 Designation : **Senior Facilitator**

- Handling admissions, educator recruitment, facilitating personal training and marketing activities
- Mentor and bond with children
- Teaching children good habits and manners.
- Record observations and use them constructively to ensure all students are cared for and are intellectually strong
- Understand the Children's needs and teach them in the way they love to learn
- Design or customize classroom space and common space based on the curriculum
- Understand the Theme based syllabus and conduct classroom activities
- Use the resources to ensure an enjoyable classroom experience is provided.
- Closely work with administration & peers during events and celebration
- Prepare class students for assembly, class dance, plays and any other performances
- Conduct games for children and parents.
- Trainings undergone - **Early Childhood Education training, Role based training, First Aid training, POCSO Act and Juvenile Justice (Care and protection) Act training.**

Elite Elevators Ltd.

Duration : **Oct 2016 – Jan 2018**
 Designation : **HR Executive**

Talent Acquisition:

*Manpower planning.

*Coordinating with the Functional Heads for vacant positions.

*Sourcing suitable profiles from Job Portals, Head hunting, Internal Database, and Social Networks and Job Postings.

- *Handling HR interviews and salary negotiation.
- *Issuing Offer letters and Appointment letters.
- *Joining formalities for new Joiners.
- *Organizing Corporate Induction Programs for new Joiners.
- *Taking care of IT Requirements for new Joiners.
- *Taking care of candidate reimbursement.
- *Handling complete recruitment process.

Training & Development:

- * Identifying training needs, preparing training calendar, organizing & coordinating for effective training program.
- *Scheduling & Co-coordinating training programs for various levels of employees.
- *Training analysis.
- *Coordinating & updating the timely performance reviews of the employees.

Organization Development and Administration:

- *Help in planning and implementing leadership development initiatives
- *Plan, design and implement Reward and Recognition scheme.
- *To create visibility and awareness for various programs launched by HR from time to time,
- *Monthly feedback sessions
- * Ensuring resolution of employee grievances to maintain cordial employee relations related to Medical insurance, Employee Leave, Performance Incentives etc.
- *Monitoring and Managing of welfare facilities
- *Issuing ID Card, SIM card, Badges.
- *Enrolling in Biometric and issuing Access Card.

Exit Formalities:

- *Managing Exit formalities and handling the clearance from respective departments
- *Preparation of Relieving and Experience letters.
- *Administering full and final settlement process
- *Updating the Management with the Analyses report and file closure.

Harvas Management Solutions Pvt. Ltd

Duration: **March 2015 – Oct 2016**
 Designation: **Team Lead**

Responsibilities:

RECRUITMENT & HEAD HUNTING

Handling end to end recruitment from junior to senior level positions Pan India.

- Involve in Head Hunting from job Portals like Monster, Naukri, LinkedIn, Indeed, Shine for various Requirements.
- Understanding the Clients Requirements and Screening the resumes according to the requirement.
- Interact with the candidates according to the Position's criteria, salary Negotiation and Notice period.
- Handling initial round of HR interview in order to judge the candidate's suitability, Attitude, Academic & professional qualification, experience, communication skills and stability.
- Scheduling interviews by coordinating with both the Clients and the candidates.
- Getting feedback from the Clients on time.
- Follow-up with the candidates till they join with our Clients.
- Maintaining database with regards to profile sourcing and updating the status of the candidates.

L&T Infotech

Duration : **August 2011 – Feb 2013**
 Designation : **SAP ABAP Programmer**

Extra Curricular Activities

- Volleyball
- Voluntary Blood Donor

Strengths

- Positive attitude & Self motivated
- Team Player
- Trustworthy & Quick learner

Hobbies

- Gardening
- Listening Music

Languages Known

Read: Tamil & English

Write: Tamil & English

Speak: Tamil & English

Personal Profile

Name : Banubarathi J
 Husband's name : SenthilKumaran P S
 Date of Birth : 7 April 1990

Age : 29 years
Gender : Female
Marital Status : Married
Nationality : INDIAN
Permanent address : New no. 55, Alagar Perumal Koil Street, Vadapalani, Chennai-26.
Contact Number : 9884725005

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Chennai

(BANUBARATHI J)