

Silambarasi Raja



Personal Information

Mobile:

+91-9360787720/
6364686146

Email:

silambarasir@gmail.com

Personality

Exceptional Leader, excellent at multiple tasks, Skilled in knowledge transfer and an innovative thinker with proficient approach to maintain any timelines.

A motivated and enthusiastic individual with the adequate essence to bridge the minds for an exciting experience called Learning. Filling the Fuel in the empty tanks for a beautiful journey called life.

Skills

- Excellent verbal communication
- Presenting and motivating skills
- Eminent Identifier of potentiality
- Profound Grammatical knowledge
- Career building skills
- Microsoft office 365

Education

- Pursuing Ph.D Specialized in Human Resource Management from Annamalai University (2021)
- P.G - M.Phil Specialized in Human Resource Management from Madras University (65% - 2018)
- P.G - MBA Specialized in Human Resource Management from Pondicherry University, Pondicherry. (68% - 2011)
- U.G - Bachelor of Computer Application, from Thiruvallur University, Shree Raghavendra Arts & Science College, Chidambaram. (65% - 2007).

Silambarasi Raja

- Secured first class in Higher Secondary Examination, from Govt Girl's Higher Secondary School, Cuddalore (65% - 2004)

Professional Experience

1. Theivanai Ammal College for Women (Autonomous), Villupuram, Tamil Nadu

Assistant Professor

8th May 2023 to Till Date

- Taught introductory and upper level courses in Business Administration and Commerce department.
- Wrote course materials such as syllabi, homework assignments and handouts.
- Demonstrated a continued commitment to undergraduate and postgraduate teaching through full participation in the college community.
- Cultural Coordinator in the college.
- In Zone level we have won the competition for Cultural and we got lot of prizes and awards for the same.

2. St. Francis De Sales College, Electronic City, Bangalore

Assistant Professor

1st October 2021 to 30th April 2023

- Taught introductory and upper level courses in Business Administration department.

Silambarasi Raja

- Wrote course materials such as syllabi, homework assignments and handouts.
- Demonstrated a continued commitment to postgraduate (MBA program) and PGDM, teaching through full participation in the college community.
- Making Time Table for MBA & PGDM Classes.
- Cultural Coordinator for Business Administration department.
- Club Counselor of Performing Art Club.
- I am very much interested in Research & paper publication also.
- I have published “A STUDY ON INFLUENCE OF BRANDS ON CONSUMERS’ DECISION MAKING PROCESS TOWARDS BATHING SOAPS” in Journal of the Oriental Institute (Jan to March 22).
- I have published “IMPACT OF INDUSTRIAL VISIT TOWARDS MANAGEMENT STUDENTS” in Journal of Fundamental & Comparative Research (Year 2021).
- I have published “ A STUDY OF WORKING CAPITAL MANAGEMENT IN AUTOMOBILE INDUSTRY” in the book name of RECENT TRENDS IN MANAGEMENT (ISBN: 978-93-92063-12-1)
- I have published “ A STUDY ON FINANCIAL PERFORMANCE OF STATE BANK OF INDIA (SBI)”, in RECENT TRENDS IN MANAGEMENT (ISBN: 978-93-92063-12-1)
- I have published “A STUDY OF THE SOCIAL AND ECONOMIC CHARACTERISTICS OF INDIVIDUAL INVESTORS”, in the book name of RECENT TRENDS IN MANAGEMENT (ISBN: 978-93-92063-12-1)
- I have published “ A STUDY OF BITCOINS AND ITS GROWTH IN WORLD MARKET”, in the book name of RECENT TRENDS IN MANAGEMENT (ISBN: 978-93-92063-12-1)

Silambarasi Raja

- I have published “ STUDY ON PERFORMANCE EVALUATION OF MUTUALFUNDS ON INDIAN COMPANIES”, in the book name of RECENT TRENDS IN MANAGEMENT (ISBN: 978-93-92063-12-1)
- I have published “ STUDY OF BUDGET AND BUDGETARY CONTROL OF MEDIUM – SCALE INDUSTRY”, in the book name of RECENT TRENDS IN MANAGEMENT (ISBN: 978-93-92063-12-1)

3. MRK Arts and Science College, Pazhanchanallur, Chidambaram.

Assistant Professor

12th June 2019 to 20th April 2022

- Taught introductory and upper level courses in Business Administration and Commerce department.
- Wrote course materials such as syllabi, homework assignments and handouts.
- Demonstrated a continued commitment to undergraduate and postgraduate teaching through full participation in the college community.
- Cultural Coordinator in the college.
- In Zone level we have won the competition for Cultural and we got lot of prizes and awards for the same.

4. Padma Sarangapani Matriculation Higher Secondary School, Villivakkam, Chennai.

June 2018 to April 2019

I have 1 year of teaching experience from 6th to 9th standard in Padma Sarangapani Matriculation in School,

Silambarasi Raja

Chennai. I strongly believe that learning should be inquiry and play based, it is essential to develop the whole child so that every student can reach his or her optimum potential and become lifelong learners. I believe in setting high expectations for all my students and differentiating learning experiences for their wide range of needs and abilities. I am creative and passionate about helping children learn, have fun and be the best they can be. I have planned and organized a variety of activities both for individuals and group activities which include play, dance, singing, games, and arts & crafts.

- Created and maintained student portfolios including skills checklist, labeled work samples and narrative reports, highlighting the children's strengths and achievements.
- Prepared professional presentations, proofread speeches, and performed other tasks as required.

5. Aditya Birla Money LTD, Chennai

HR Executive - Head Office

28th April 2010 Date – 22nd June 2013

Employed as HR Executive handling activities related to Recruitment, on boarding, Performance Management, Employee grievance, Payroll Support, full & Final Settlement.

- Joining formalities and documents scrutiny of the selected candidates.
- Scheduling and coordinating interview with the key stakeholders.
- Maintaining consultant tracker on day to day basis.
- Doing the reference check for the entire new joiners.
- Pre-Employment Medical bill Reimbursement Process.

Silambarasi Raja

- Ensuring effective on boarding with reference to generation of employee Id's with the aid of people soft workflow technology.
- Dispatch of appointment letters for all new joiners.
- Handling queries regarding Salary, other benefits from the employees.
- Handover the new joiners Statutory form to PF consultant on weekly basis.
- Maintaining the tracker for the PF statutory complaints on monthly new joiner's PAN India.
- Maintaining MIS and producing reports weekly and monthly basis.
- Reporting the managers, and highlighting the reports and give presentation
- Handling employees all over South & East Zone.
- Reporting to the manager and Senior manager regarding the process.

6. ICICI Prudential LIC Ltd, Chennai

HR Executive - Head Office

22nd Oct 2007 – 27th April 2010

- Scheduling and coordinating interview with the key stakeholders.
- Joining formalities and documents scrutiny of the selected candidates.
- Ensuring productive workforce through effective performance improvement programs, risk matrix.
- Maintaining employee database and headcount across the region with the aid of people soft workflow technology.
- Relocation and Re Designation Process
- Exit Management (Exit interview, Exit Report)
- Handling queries regarding Salary, other benefits from the employees
- Generating Report based on overall Employee, Absconding, confirmed employees, Exit employees.

Silambarasi Raja

- Taught introductory and upper level courses in Business Administration and Commerce department.
- Wrote course materials such as syllabi, homework assignments and handouts.
- Demonstrated a continued commitment to undergraduate and postgraduate teaching through full participation in the college community.
- Cultural Coordinator in the college.
- In Zone level we have won the competition for Cultural and we got lot of prizes and awards for the same.
- Maintaining MIS and producing reports weekly and monthly basis.
- Reporting the managers, and highlighting the reports and give presentation
- Sending reports to HO, regarding certain issues of employees.
- Reporting to the manager and Senior manager regarding the process.

Personal Information

Recently I got an award of **Global Multidisciplinary Research & Academic Foundation (GMRAF) Young Faculty Excellence Award on 3rd September 2022.**

Personal Information

| | | |
|-----------------|---|-------------------------|
| Father Name | : | A N Raja |
| Date of Birth | : | 11.12.1984 |
| Nationality | : | Indian |
| Gender | : | Female |
| Marital Status | : | Married |
| Languages Known | : | English, Hindi & Tamil. |

Silambarasi Raja

Hobbies : Listening to music, Singing,
Writing Poems (Tamil) & Debating
Different Topics

Strengths : Punctual & Hard Working

DECLARATION

I certify that statements made by me are true,
Complete & correct to the best of my knowledge and
belief.

Date :

Place :

Yours Sincerely,

SILAMBARASI Raja

20/24 A, Kavarappalaya Street, Mel Bhuvanagiri,
Bhuvanagiri Taluk, Cuddalore - 608601