

NANDHINI.L

DOB: 28-03-1997

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CAREER OBJECTIVE

To work with an organization which would offer me a healthy work culture, an atmosphere that enhances my professional skills and offer a challenging environment and excellent growth prospects.

PROFESSIONAL OBJECTIVE

Maintain and enhance **human resources** productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employee's needs.

EXPERIENCE

- Training completed in IBM about SPSS
- Knowledge: Statistical analysis, Data mining, Text analytics, Data collection
- Had 10 months of experience as MERCHANDISER (Buyer communication) in ~~Dinesh~~ Textiles Tirupur.
- 1 Year experience in HR Admin in BY2 Fashion at Tirupur

Overall Experience

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database
- Proficiency in the English language, both written and verbal, sufficient for success in a remote and largely asynchronous work environment
- Demonstrated ability to onboard and integrate with an organization long-term
- Positive and solution-oriented mindset

QUALIFICATION

COURSE	INSTRUCTION	BOARD/UNIVERSITY	YEAR	(%)OF MARKS
MBA	P.K.R Arts college for women	Bharathiar University	2019	72
BBA	ST. Joseph's arts and science college for women	Bharathiar University	2017	77
HSC	Frontline Academy Matric.Hr sec school	Matriculation	2014	73
SSLC	Kongu Matriculation School	Matriculation	2012	60

TECHNICAL SKILLS

- Basics of (VB.Net), SPSS
- Microsoft office, Tally
- B partner solution
- Windows XP, Windows 7, Windows 8 and 10

PERSONAL SKILLS

- Adaptable for every situation and environment
- Time Managing
- Ability to lead a group
- Team player

MY SELF

I am a person with an optimistic approach and my sincerity and hard work have earned me a respectable name among my teachers and friends. I make friends easily and enjoy working as a team. I keep faith in my team members and take bold decisions when necessary. I am adaptable to any kind of situation and achieve profession.

I am always good when I am working in a group; however, individually I definitely give my best to the work I am doing to make it look different from others or better than others.

DECLARATION

I, **Nandhini.L**, do hereby conform that all the information provided above is true to the best of my knowledge and belief.

NANDHINI. L