



ABINAYA K

Human Resources



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www.Abinaya LinkedIn.com

CERTIFICATION

- Fundamentals of HR – Udeemy
- Strategic Human Resources management – NPTL
- Talent Management and Retention – Coursera

KEY SKILLS

- Recruitment & Talent Acquisition
- Problem solving
- Negotiation
- Employee Engagement
- Employee Onboarding
- Communication Skills
- Creative Thinking

LANGUAGE

- Tamil
- English

EDUCATION

St. Joseph's college of Engineering
2021-2026

Padma Adarsh HR.SEC. School
2019-2021

PROFILE

Dynamic and people-centric HR professional with a strong background in recruitment, onboarding, and employee relations. Passionate about building inclusive workplaces, streamlining HR processes, and driving performance through people-first strategies.

INTERNSHIP

Chettinad Morimura Semiconductor Material Pvt. Ltd.,

2025

Business Administration Intern

- Managed day-to-day administrative operations, ensuring smooth coordination between departments and supporting business efficiency.
- Handled documentation, reporting, and vendor coordination to streamline procurement and operational workflows.

Fourrts India

2024

Hr Intern

- Assisted in traditional recruitment processes including resume screening, candidate calling, and interview coordination.
- Supported HR team in quality checks of employee records and ensured compliance with internal documentation standards.

ACHIEVEMENTS

- Played a key role in end-to-end recruitment during my HR internship, successfully assisting in onboarding 10+ candidates.
- Coordinated the 'KBB' event during our college symposium, managing logistics, student teams, and schedules efficiently.
- Winner in an inter-college sports competition, demonstrating strong teamwork, discipline, and competitive spirit.