



NAME : ABISHEK RAJ V.

MBA HR & OPERATIONS

D.O.B : 17-05-2000

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Objective

Seeking a workforce in the area of Human Resource Management & Managerial Operations where my skills and my abilities can add value to the growth of the organization and allow development of my skills that will enhance my knowledge.

Education

MBA HR & OPERATIONS Hallmark Business School Trichy	2020 - 2022
B A ENGLISH LITERATURE St. Joseph’s College Trichy	2017 - 2020
HSC Bishop Heber Hr.sec School, Trichy	2015 - 2017
SSLC Bishop Heber Hr.sec School, Trichy	2014 - 2015

Academic Achievement

- Organized a 24 hrs non stop HR conclave program, October 2021
- Been a chair person for YI YUVA (Climate Change Verticle) Trichy conducted a workshop on Climate change(2020-2021)
- Been a coordinator of HR club organized various training programs (2021-2022)

Internship Experience

- **Online summer internship program at Ashok Leyland**

Purpose of this online internship is to know about the HR policies and the CSR activities of the company.

Project

Reflection of Emotional Intelligence on employee's performance

Objective of this project is to find whether the emotional intelligence will impact employees performance or not.

Technical and Certifications

- Completed DCA Course in 2015
- Completed HDCA Course in 2019
- Completed OD Certification in 2022
- Completed a Advance excel Course in 2022
- Completed SPSS Software Course in 2022

Areas of interest

- Employee relations
- ERP handling
- Performance management
- Learning and Development

Core capability

- Language fluency in English and Tamil
- Comfortable in communication (written and speaking)
- Being able to learn fast
- Always having a Leadership point of view
- Being a Problem-Solver

Experience

Worked as a HR Executive & Business Administrator in Achievers Live Medical Solutions –Trichy (from Aug 2022 - March 2023)

Roles and Responsibilities

- Taking care of Recruitment (end to end whole process)
- Policy making
- Taking care of Learning and Development for the new joiners
- Performance Management
- Attendance Maintenance
- Managing a team of 17 people and their day to day work
- Report Handling
- Monitoring Day to Day Business Activities
- Marketing Coordination
- Managing Buyer seller affairs

Worked as a HR Executive & Dispatch Coordinator in Sri Velavan Agro – Trichy (May 2023 - November 2023)

- Taking care of Recruitment (end to end whole process)
- Handling Payroll for 60 Employees (Daily Wages & Monthly Salary)
- Policy making
- Taking care of Learning and Development
- Performance Management
- Attendance Maintenance
- Managing a team of 60 people in Production and Admin
- Report Handling
- Monitoring Day to Day Business Activities
- Dispatch Coordination
- Managing Logistics and Supply Chain Department

Personal Details

Mother's Name	CESILY V
Date of Birth	17/5/2000
Nationality	Indian

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

-ABISHEK RAJ V.

Place : Trichy

Date :