

DHARSANA PRABHAKARAN

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No:40, Sri Krishna Avenue, Theneeswarar
Annex, Vellalore – Singanallur,
Coimbatore – 641 111

ESTABLISHMENTS

Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.

PROFESSIONAL COMPETENCIES

HR SKILLS	ADMIN SKILLS
➤ Staff Recruitment & Retention	➤ Financial Accounts
➤ Employee Relations	➤ Petty Cash Management
➤ Alternative Dispute Resolution	➤ QuickBooks Accounts
➤ Benefits Administration	➤ Social Media Marketing
➤ HR Program/Project Management	➤ Scheduling Meeting
➤ Orientation & Onboarding	➤ Preparing Invoice
➤ Work folio Technologies	➤ Salary & Incentive Process
➤ Training & Development	➤ E-mail Marketing
➤ Performance Management	➤ Payment Follow-ups
➤ Organizational Development	➤ Maintain Office needs
➤ Employment Law	➤ Customer Relationships
➤ FMLA/ADA/EEO/WC	➤ E-commerce Platforms
➤ Mediation & Advocacy	➤ Maintain Records & Reports
➤ HR Policies & Procedures	➤ Analyzing Office Needs

PROFESSIONAL EXPERIENCE & TIMELINE

Company Name	Industry / Sector	Location	Designation	Duration
VS DIGIMEDIA	Digital Marketing Agency	Coimbatore Tamil Nadu	HR & Admin	January 2021 to September 2022
PEST CONTROL M.WALSHE	Insects Chemical Company	Coimbatore Tamil Nadu	HR & Admin	August 2019 to September 2020
MEKALA DESIGNER	Fashion Designing	Coimbatore Tamil Nadu	BDM & Admin	August 2016 to August 2019

Part Time Work 2 Years of Experience in HR Recruiter at Alitemat Jobs –Salem(Jan 21 to Feb 23)

EDUCATIONAL QUALIFICATION

10th – 60%

Jaivabai Municipal Girls Higher Secondary School – Tirupur.

12th – 80%

Hindustan Matriculation Higher Secondary School – Coimbatore.

B.sc.(Information Technology) – 75%

KSG College of Arts and Science – Coimbatore.

MCA-(Computer Application) – 85%

KIT-Kalaingar Karunanidhi College of Technology – Coimbatore.

ROLES AND RESPONSIBILITIES

- Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives, and new-employee orientation.
- Introduced the company's first formal performance review program, creating a flexible and well-received tool that was later adopted company-wide.
- Monthly salary process by preparing CL, SL, L, HL, FL, LOP sheet and generate the report.
- Schedule meetings, appointments and prepare and submit final report to MD.
- Sound knowledge in interviewing techniques and best practices, conducting workshops and coaching sessions that contributed to sound hiring decisions.
- Revised job descriptions across all levels and 25+ categories. "Shadowed" and interviewed employees to construct an accurate picture of the duties and skills required for each position.
- Responsible for new-hire orientation program to include HR information and company resources.
- Negotiated salary offers and dozens of sign-on bonuses/relocation packages annually at both the exempt and non-exempt levels.
- Brought workers' compensation program into full compliance. Instituted preferred providers list and trained managers and associates on procedures to follow in case of injury.
- Schedule & conduct interview process from top-to-bottom.
- Accounts Department – Preparing Invoice, Payment follow-ups, generating weekly, monthly & Annually Report to file Auditing Purposes.
- Plans and assistance for Email & Social Media marketing.
- Analyse, plan and execute reports to seek new client's attention.
- Petty Cash and all other transactional data maintenance.
- Preparing Invoice, Payment follow-ups, generating weekly, monthly & Annual Reports for Auditing Purposes.
- I have handled E-commerce Platforms – Stock updating, Order Processing, Product Listing, etc.
- Better understanding and knowledge of QuickBooks Platform Account.

TECHNICAL SKILLS

- Workfolio Software (Used to track employee productivity)
- MS Office (Word, Excel, PowerPoint, Access, Outlook)
- Ticketing Tool (Used to generate productivity report by weekly/monthly)
- Webmail - Handling cPanel
- Recruitment Platforms - Naukri, Indeed, Glassdoor, Monster, Shine etc...
- Title point, Fidler, Datatrace, Datatree, Doxpop, Netronline
- C, C++, .NET, JAVA, PHOTOSHOP, Oracle, MySql

CERTIFICATIONS & WORKSHOPS

Pursued Certifications	Workshops Attended
<ul style="list-style-type: none">➤ In-plant Training – J2ee➤ Entrepreneurship Awareness Programme Camp➤ Oracle11g: SQL & PL / SQL➤ Ministry Of Textiles Committee -2017	<ul style="list-style-type: none">➤ Decision Science (Operations Research)-2012➤ Recent Trends in Computer Science and Technology-2012➤ National Seminar on Green IT(GiT'13)-2013➤ Internet of Things -Towards a Connected World-2014

PROJECTS

- E-Land Acquisition System using Seller Rates (Comsan Technology Solution, Coimbatore)
- Website Designing (Virtual Automation System Pvt Ltd, Coimbatore)
- Cable TV Operator Management System (Xpert InfoTech, Coimbatore)

PERSONAL DETAILS

Date Of Birth	- 23-11-1993
Age	- 28
Gender	- Female
Marital Status	- Unmarried
Nationality	- Indian
Father's Name	- T. Prabhakaran
Mother's Name	- P. IrudayaMary
Languages Known	- To Read & Write – Proficient in Tamil & English

DECLARATION

I hereby declare that all the above provided particulars are true and correct to the best of my knowledge. I assure, that I will dedicate myself and sincere in my responsibilities assigned to me.

Place:

Yours Faithfully,

Date:

(P. DHARSANA)