



PREETHI GOPALAN

HR EXECUTIVE

My Contact

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Skill Set

- Hiring and Onboarding
- Staff Compensation
- Employee Engagement
- Staffing and Augmentation
- Problem Solving Skill
- Interpersonal Skills

Education Background

- Bharathiar University
Master of Computer Application
Completed in 2021
- PKR Arts and Science College
B.SC Computer Science
Completed in 2019
- Hillfort Matriculation Hr. Sec. School
Bio – Maths
Completed in 2016

About Me

Highly motivated and accomplished HR Executive with 2 years of experience in talent acquisition, employee engagement, and performance management. Adapt at developing and implementing HR strategies to attract, develop, and retain top-tier talent. Seeking a challenging HR leadership role where I can leverage my expertise to drive organizational growth and foster a positive work culture.

Professional Experience

HR Executive Stepping Edge Technologies Pvt. Ltd
2021 – Present

- Maintained and updated organizational charts, employee handbooks or performance evaluation forms.
- Analyzed employment-related data and prepared reports
- Scheduled or conducted new employee orientations.
- Advertised and promoted open positions using social media and digital marketing procedures.
- Supported hiring efforts domestically and internationally.
- Hired employees and processed hiring-related paperwork.
- Explained job duties, compensation and benefits to potential candidates.
- Conducted exit interviews and completed employment termination paperwork.
- Conducting salary benchmarking and compensation analysis to ensure competitiveness in the job market.
- Work with managers to identify and address training and development needs to enhance employee performance.
- Support the performance appraisal process, including setting performance goals and providing feedback to employees.

Achievements

Awarded Employee of Quarter (10/2022 – 12/2022)