



## Contact

### Phone

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### Address

49,NGR street PN palayam ,CBE

## Education

2021 - 2023

### Master of Business Administration

Sri krishna College for Engineering and Technology

2018 - 2021

### Bachelor of Computer application

PSGR Krishnammal College for Women

## Expertise

- Employee Engagement
- Attendance Management
- Recruiting
- Payroll System
- Hiring
- HRIS

## Language

English

Tamil

Kannada

**Sree Divya S**

## HR COORDINATOR

Seeking a challenging career in Human Resources with a reputed firm that will allow me to pertain my management skills, abilities and education while contributing to the organization's growth. Motivated team player with excellent communication and interpersonal skills, dedicated to creating a supportive and inclusive workplace environment that attracts and retains top talent.

## Experience

### ○ Nov 2023 - Present

V.Group Pvt Ltd, Chennai

#### HR Coordinator

- Developed a comprehensive onboarding program providing new hires with essential employment information resources, benefits overview and payroll processes.
- Deliver administrative support to the HR department, maintain records, files, and databases, and coordinate with the HR manager to process in monthly payroll
- Utilize HRIS (Human Resources Information System) to manage employee data and generate reports.
- Maintain accurate and up-to-date employee records, including personal information, attendance, and performance evaluations.
- Support the performance appraisal process by collecting and organizing performance data.
- Verify that records such as I-9 forms, performance appraisals, and training certificates are properly maintained.

### ○ Nov 2022 - Aug 2023

SaasAnt Infotech Pvt Ltd,Cbe

#### HR Executive

- Assist talent acquisition and recruitment processes.
- Pre and Post recruitment processes, Joining processes and co-ordination with consultancy.
- Co-ordinating with the shortlisted candidates to schedule interviews.
- Listen and respond appropriately to the concerns of other employees.
- Leave and attendance management.
- Conducting exit interviews and issuing relieving letter and letter of experience.
- Maintaining internal database for future purposes.
- Screening and shortlisting profiles as per Company requirement.
- Conducting employee engagement activities on weekly basis.
- Regularly scheduling one-on -one with employees to check comfort in their roles, any other issues.
- Provides support to employees in various HR-related like leaves , compensation and resolves any issues that may arise.
- Generating Statutory compliance like EPF tax calculation and payment on timely manner.

### ○ Aug 2022 - Oct 2022

Raha Oil Manufacture Pvt Ltd,Cbe

#### Assistant HR

- I worked as an Intern for Two months.
- Maintaining the Attendance form all the employees Promoting HR programs to create an efficient and conflict - free workplace.
- Preparing & follow up the status of client invoices.
- Making vendor payment on time.