

SHALINE

H R A S S I S T A N T

 6369398684

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 Peelamefu, Coimbatore

PROFILE

Experienced HR assistant seeking an HR role that allows for continued education and advancement. Eager to work at an organization with consistently high employee satisfaction ratings. Hoping to apply skills to continually advance policies and improve communication between employees and management

SKILLS

- Communication
- Decision-making
- Training and developmental
- Organizational skills
- Business management
- Leadership

EXPERIENCE

HR ASSISTANT

Focus Edumatics Pvt Ltd

Jul 2022-Feb2023

- Handled sensitive and confidential employee information with complete discretion.
- Processed onboarding paperwork for new hires and rehires.
- Processed employee status changes, keeping human resources systems and employee records up to date.
- Worked with HR department to devise and update policies as needed for corporate accountability and workplace health.

ACADEMIC PROJECT

- **EMPLOYEE WELFARE**, 2020
- Completed an Internship at Cuddalore to check the employee's welfare in the organisation
- **PERFORMANCE APPRAISAL**, 2021
- Completed a one month project at NLC INDIA LIMITED, Neyveli to know how the employees are committed for the job and achieve the goals of the organisation

EDUCATION

PONDICHERRY UNIVERSITY

B.A., B.Ed (Lit)

2015-2019

BHARADHIDHASAN UNIVERSITY

M.A (HRM)

2019 - 2021