

# PRIYANKA G

## HR CUM ADMIN GENERALIST

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☎ 6374668502

📍 25, THIRUVALLUVAR NAGAR,  
EZHIL NAGAR EXTN, THORAPADI,  
VELLORE, TAMIL NADU, 632002.

📅 September 7th, 1996

💍 UNMARRIED

in [www.linkedin.com/in/priyanka-g-02775525a](https://www.linkedin.com/in/priyanka-g-02775525a)

### Academic Achievement

**Topper in B.B.A and has secured cumulative grade point average of 8.41 in the examination conducted in April 2016.**

### Awards

**BRONZE STANDARD of THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD, for Young People on 20th January 2016.**

### Courses

**Programming in C, NIIT (Sept,2013)**

**Object Oriented Programming Using C++, NIIT (Sept,2013)**

**Senior Grade Typewriting ENGLISH (August 2013)**

**Senior Grade Typewriting TAMIL (Sept,2013)**

### Profile

As an HR & Admin Officer, I manage personnel records, update databases, and create policy documents. I handle payroll data, post job ads, schedule interviews, and generate HR reports. Additionally, I develop training materials and address employee inquiries about benefits.

### Professional Experience

#### HR CUM ADMIN GENEALIST, OTOMATIKS

August 2023 – March 2024  
VELLORE, TAMIL NADU

- Assist in the recruitment process by sourcing candidates, screening resumes, and coordinating interviews.
- Support the onboarding process for new hires, including preparing documentation, conducting orientations, and facilitating training sessions.
- Assist with HR administrative tasks such as maintaining employee records, updating databases, and preparing reports.
- Collaborate with HR team members on various projects and initiatives, contributing ideas and insights.
- Assist in organizing company events, meetings, and training programs.
- Support employee engagement activities and initiatives to foster a positive work culture.
- To monitor daily attendance of all staff.
- To record and submit report on staff leave and attendance.
- Handle confidential information with integrity and professionalism.

### Education

**MBA -HUMAN RESOURCE MANAGEMENT, ALAGAPPA UNIVERSITY**

June 2020 – April 2022 | VELLORE, TAMIL NADU

**BACHELOR OF BUSINESS ADMINISTRATION, AUXILIUM COLLEGE (AUTONOMOUS), THIRUVALLUVAR UNIVERSITY**

June 2013 – April 2016 | VELLORE, TAMIL NADU

## Projects

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**A STUDY ON THE WORKING CAPITAL MANAGEMENT,** at  
*FLORIND UPPER'S PRIVATE LIMITED,*  
*AMBUR from 5th May 2015 to 5th June 2015 (one month).*


## Languages

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- Tamil
- English

## Interests

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Cooking 

## Skills

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- HRIS
- Administration skills
- Meeting Coordination
- Staff Supervision
- Human Resource Leadership
- Recruiting, Hiring and Retention

## Workshop / Seminar Participated

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- Participated in the International Conference on "Evolve as an Expert in Life Style Management" held on 20th August 2014.
- Participated in the "Workshop on Basics of Capital Markets" held on Chennai, on September 23, 2015.
- Participated in Emerging Executives Meet (Suprayoga Prapti) on 28th January 2018 organized by the Department of Business Administration.
- Participated in the Event Quiz competition during the "Inter-collegiate Academic Fest", organized by the Department of Business Administration, Loyola college, Vettavalam on 2nd September 2015.
- Participated in the event Paper Presentation and Collage during the "State Level Symposium Empresa 'S' Simposio 2015" held on 6th February 2015.

## Extra curricular Activities

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- Chosen to be representative of class at the beginning of the second year in high school.
- Chosen to be Department Secretary in the final year of graduation provide administrative support to college staff and department students.
- Attended the Free Summer Coaching Camp in ATHLETICS from 22.04.2008 to 13.05.2008 held at VIT University Campus.
- Participated in Silver Jubilee Year of National Youth Day All India Drawing Competition 2010 Sri Ramakrishna Vijayam- Tamil Monthly Sri Ramakrishna Math, Chennai.

## Declaration

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I certify above information furnished by me is true to the best of my knowledge and belief. to be an exemplary professional in a dynamic growth oriented organization that provide opportunities and work environment to translate my skills into optimum productivity.

