



SHARMILA GOVINDHAN

<https://www.linkedin.com/in/sharmila-govindhan-b81047222>

As a fresher and focused individual with a Human Resources Management Degree. Seeking an entry level Human Resources Position to apply knowledge of communication protocols and ability to oversee the recruitment efforts in maintaining efficient Human Resources operation.

✉ sharmigovi@gmail.com

📍 D No 81B, Karuvanoor Kallavi Uthangarai,
Veerachikupam Kallavi, Krishanagri, India

📞 9443837574

🌐 [linkedin.com/in/sharmila-govindhan-b81047222](https://www.linkedin.com/in/sharmila-govindhan-b81047222)

EDUCATION

Bachelor of science

Adhiyaman Arts and Science College for Women

06/2018 - 04/2021

uthangarai.

Courses

- B.Sc Mathematics.

Master of Business Administration.

Periyar University.

09/2021 - 06/2023

Salem

Courses

- HR/Marketing

INTERNSHIP

HUMAN RESOURCES

TVs Mobility Private Limited, Ashokleyland.

07/2022 - 08/2023

salem

Businesses under the TVS Mobility group are being managed by the 4th generation family members, descendants of T V Sundaram Iyengar. TVS Mobility is the holding company for the businesses managed by the T S Rajam family members.

Achievements/Tasks

- managing the employee life cycle (i.e., recruiting, hiring, onboarding, training, and firing employees) and administering employee benefits .
- Gathering payroll data like working hours, leaves and bank accounts. Screening resumes and application forms.

PUBLICATIONS

A Study on Employee Satisfaction Towards Welfare Measures in International Journal of Research Publications and Reviews-2022.

TECHNICAL SKILLS

Technically proficient in MS Word, Excel, Power point.

C- Program basic

Project Management

Python

PERSONAL PROJECTS

MBA- EMPLOYEE SATISFACTION TOWARDS WELFARE MEASURES IN TVS MOBILITY PRIVATE LIMITED. (07/2022 - 08/2023)

- Updating our internal databases with new employee information like contact details and employment forms . Gathering payroll data like working hours, leaves and bank accounts. Screening resumes and application forms.
- A study was related to the employee welfare measures through the satisfaction level for their organisation.

CERTIFICATES

Digital marketing by simpli learn

Production Management by simpli learn

Python by simpli learn

GST Awareness programme in periyar university.

REFERENCE:

Dr.S.Balamurgan-MBA, PGDPM, Ph.D

Assistant professor & Placement Coordinator, Department of management studies, periyar university, salem-11. E-Mail: balaprimis@periyaruniversity.ac.in. Mobile.No: 9994477858.

LANGUAGES

Tamil
Full Professional Proficiency

English
Full Professional Proficiency

Telugu
Professional Working Proficiency

INTERESTS

Human Resources Management

Production Management

Digital Marketing

Relationship Management

System Management