

# AHALYA K

## Human Resource

A Management student with enthusiastic who possesses good interpersonal communication skills and wishes to achieve a challenging position in your dynamic organization so as to contribute to the organization's growth with my skill set.



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## EDUCATION

### MBA in Human Resource

KV Institute of Management and Information  
Studies

06/2020 – 09/2022

Coimbatore, Tamilnadu

### B.Com in Computer Application

PSG College of Arts and Science

06/2017 - 09/2020

Coimbatore, Tamilnadu

## PROFESSIONAL COURSE

### CMA Intermediate in Both Group 2020

The Institute of Cost Accountants of India

### CMA Foundation 2017

The Institute of Cost Accountants of India

## CERTIFICATES

Completed Government Typewriting  
Digital Marketing  
People Management

## PERSONAL DETAILS

Father's Name - M. KANNAN  
Mother's Name - A. JOTHI  
Date of Birth - 23/03/1999  
Current Location – Coimbatore

## LANGUAGES

### TAMIL

\_ Full Professional Proficiency

### English

\_ Full Professional Proficiency

## DECLARATION

I, AHALYA K do hereby declare that the above  
furnished information is true to the best of my knowledge.

## EXPERIENCE (2 Years)

### HR EXECUTIVE

Enthu Technology Solutions India Pvt Ltd

02/2022 - Present

Coimbatore, Tamilnadu

- Entered new hire information into HRIS, and recorded terminations, and processed employee changes and updates
- Created and posted job ads, scheduled interviews, and managed pre-employment screening and background checks
- Assisted managers in determining training needs and finding the best solutions to meet those needs
- Proficient in end-to-end payroll processing, ensuring timely and accurate disbursement of employee compensation

## Skills

- Recruitment (Sourcing & Interviewing)
- Employee On boarding
- Documentation/Background verification
- Retention Strategies
- Performance Management
- Payroll Expertise
- HRIS Systems
- Detail - oriented
- Enrolling/Filling ESI and PF
- Legal Terms
- Employee Engagement Activity
- Public Speaking
- ATS

## PERSONAL PROJECTS

Emotional Intelligence

\_Study among Employee

Online Food Ordering

\_Study in Online Food Ordering in Coimbatore city

Credit Card Application System

\_Software created in Kotak Mahindra Ba