

R VIJAYALAKSHMI

HR EXECUTIVE | HR OPERATIONS | HRMS

CONTACT

- +91 9482275957
- vijir5778@gmail.com
- Bangalore, India | Open to Remote
- r-vijayalakshmi-40928a226



PROFESSIONAL SUMMARY

MBA graduate specializing in Human Resources and Marketing with over 1 year of experience working on HRMS implementation and customer support for enterprise clients. Strong exposure to HR operations, HR workflows, employee self-service systems, and stakeholder coordination. Seeking HR Executive, HR Operations, or Talent Acquisition roles in growth-oriented organizations.

SKILLS

- HR Operations & Administration
- Talent Acquisition & Resume Screening
- Interview Coordination
- Employee Onboarding & Support
- Employee Engagement
- HR Documentation & Compliance Support
- Stakeholder & Client Management



WORK EXPERIENCE

ZingHR **NOV 2025 - PRESENT**
Customer Support Executive

- Supported HR users on ZingHR HRMS modules (Leave, Attendance, Payroll, ESS) via calls, email, and tickets
- Troubleshoot HR system issues and guided users to improve adoption and satisfaction
- Coordinated with technical, product, and implementation teams to resolve escalations within SLAs
- Documented issues and solutions, contributing to process improvement and HR system support

ZingHR **JAN 2025 - OCT 2025**
Implementation Consultant Intern

- Assisted in end-to-end implementation of ZingHR HRMS modules (Leave, Attendance, ESS) for client HR operations
- Configured, tested, and validated HRMS workflows; supported data migration and UAT for Go-Live
- Collaborated with technical and cross-functional teams to resolve implementation issues and ensure client satisfaction

LANGUAGES

- English – Proficient
- Kannada – Proficient
- Tamil – Advanced
- Telugu – Beginner
- Hindi – Beginner



EDUCATION

Master of Business Administration (MBA) - HR & Marketing
BMS Institute of Technology and Management, Bengaluru
2024 - 2025
CGPA : 8.23

Bachelor of Commerce (B.Com)
Vikaas First Grade College, Mangaluru University, Mangaluru
2019 - 2022
CGPA : 7.97



TECHNICAL SKILLS

- MS Excel: VLOOKUP, XLOOKUP, IF, COUNTIF, Pivot Tables, HR Reports
- MS Word: HR documentation, offer letters, policies
- MS PowerPoint: Training decks, HR presentations
- HRMS Platforms: ZingHR (Implementation, Support, HR Operations workflows)
- ATS & Job Portals: Naukri, LinkedIn Recruiter, Indeed
- Communication Tools: MS Teams, Zoom, Outlook
- Google Workspace: Docs, Sheets, Slides



INTERNSHIP EXPERIENCE

KIOCL Limited (PSU) MANGALURU

HR Internship & Organizational Study

- Interacted with employees across departments to understand HR functions and practices.
- Learned HR policies, labor laws, and organizational structure.
- Observed employee engagement and administrative HR processes.



PROJECTS

- Design Thinking Innovation: SUNSYNC LED Bulb (Self-adjustable LED bulb)
- Business Plan: NANNY'S LOVE (Mobile Application)



ACHIEVEMENTS & ACTIVITIES

- Co-Coordinator of Best Manager Event during college fest
- Winner – Marketing Event at ADHIVESHANA 2024, NITTE Meenakshi College
- Member of sponsorship committee during college fest