

# HEMA VARDHINI S

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## Technical Skills

**Programming:** C, C++, LaTeX

**Data Visualization Tools:** Tableau, Power BI, Excel

**HRIS Software:** Workday, Zoho People

**Accounting & Analytical Tools:** Tally Prime, SPSS, GeoGebra

## Professional Experience

### Ferrolinks

August 2024

Human Resource Intern

Coimbatore, India

- Maintained and updated employee attendance and compliance data in Excel with 100% accuracy.
- Assisted in updating employee details, including ESI & PF records, under HR supervision.
- Collaborated with HR for data verification and document preparation for audits and internal use.

### Toptrove Foundation

July 2024

Human Resource Intern

Coimbatore, India

- Managed end-to-end recruitment via LinkedIn, sourcing and engaging over 50 candidates across diverse roles.
- Performed initial candidate screening to ensure alignment with job requirements.
- Streamlined onboarding by coordinating communication between selected candidates and team leads.

### Focus Edumatics

October 2022

Online Tutor

Coimbatore, India

- Delivered personalized tutoring sessions in mathematics, improving student's conceptual understanding and problem-solving skills.
- Enhanced student's performance through customized lesson plans and targeted practice exercises.

## Personal Projects

### A Study on Organizational Practices and Employee Attrition in Lohind Steels Pvt. Ltd

(PG)

- Studied the impact of work culture on employee retention to identify strategies for improving job satisfaction.
- Analysed HR policies and their role in reducing attrition rates to propose actionable recommendations.

### Analysis of Difference Equation and its Application using Z – Transform

(UG)

- Analysed COVID-19 rate changes before and after the lockdown using difference equations.
- Applied the Z-transform to model and understand the oscillatory behaviour of infection rates.

### HR Analytics Dashboard

- Created HR analytics dashboard using PowerBI to track employee numbers, attrition, and department data using filters and charts.
- Customized charts for clear gender-based attrition insights, aiding better decision making.

## Education

**Sri Krishna College of Engineering and Technology**

Coimbatore, Tamil Nadu

MBA– HR and Finance, CGPA – 8.0

**Sri Krishna College of Arts and Science**

Coimbatore, Tamil Nadu

BSc. Mathematics, CGPA - 9.3

## Certification

HR Analytics	NPTEL	Financial Management for Managers	NPTEL
Generative AI in HR	SHRM	Developing Soft Skills and Personality	NPTEL
Excel for Business	FORAGE	Human Resource Job Stimulation	FORAGE
Tableau	GREAT LEARNING	Payroll and HR Management	COURSERA

## Languages

- English
- Tamil
- Hindi