




MANIMEGALA RAMAKRISHNAN

HR GENERALIST

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P PROFILE

A dedicated HR Generalist (4.2 Years), with the sole objective of obtaining a job opportunity in a position where I can contribute the best of my skills and knowledge for the advancement of the company and making me grow with the company.

W WORK EXPERIENCE

HR Generalist :

Dotworld Technologies | Dec 21 - May 22 | 6 Months

- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.
- Maximized team and monitoring their performance
- Develop HR policies and procedures.
- Maintained work structure by updating job requirements and job descriptions for positions.
- Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
- Provided guidance on policies and procedures to harmonize responses, provide appropriate investigation actions and reach resolution of grievances.
- Contributed to annual performance appraisals by working with supervisors
- Conducted Orientation and On-boarding process.

E EDUCATION

Master of Business Administration | Fin & HR | 2017- 2019

- Surya Engineering College, Perundurai
- Academic Excellence - 71%

Bachelor Of Engineering | Computer Science | 2010 - 2014

- Sri Krishna Engineering College, Coimbatore
- Academic Excellence - 70%

S SKILLS

- Database Maintenance
- Employee Orientation
- Recruitment Management
- Performance Appraisal
- Performance Management
- Employee Recognition
- Employee Engagement
- Grievance Handling
- Maintain Work Culture
- Payroll & Statutory Compliance
- HR Polices

HR Associate :

Fourth dimension Architects and Interiors | June 19 - Oct 21 | 2.4 Years

- Encourage employee communications and resolution of issues.
- Recruited and hired key leadership positions to strengthen management team.
- Created and implemented formal performance management guidelines to reduce inconsistencies and increase productivity.
- Designed employee engagement strategies to improve morale, retain talent and maintain business continuity.
- Briefed new hires on essential job information, such as company policies, employment benefits and job duties.
- Created and implemented forward-thinking initiatives to improve employee engagement

HR Trainee / Internship : 1.4 Years

IDI Infotech | Aug 17 - Sep 18 | 1.1 Years | Trainee

Techvolt Software Pvt Ltd | Jan 19 - Mar 19 | 3 Months | Internship

- Worked with HR team to coordinate company events.
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews and planning recruitment related events.
- Filed paperwork, sorted and delivered mail, and maintained office organization.
- Maintained relationships with personnel using strong collaboration and teamwork skills.
- Created and updated tracking spreadsheets.
- Managed documents and maintained permanent files.
- Drafted copy for documents, social media posts and internal job post.
- On-campus drive for bulk recruitment



ACHIEVEMENTS —————

- **Performer Award (Recruitment Achievement)** | Dotworld Technologies | March 2022
- **Task Driver** | Award Fourth Dimension Architects & Interiors | December 2019
- **Best Trainee Award** | IDI Infotech | June 2018