

SIRI SINCHANA S P

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CAREER OBJECTIVE

Motivated BBA graduate specializing in HR, with hands-on experience in recruitment, onboarding, HR operations, data management, and compliance. Seeking to join as a Management Trainee – HR to contribute to end-to-end HR processes, support performance management and policy implementation, and learn under HR leadership to deliver operational excellence

EDUCATION

BBA (HR)	MOUNT CARMEL COLLEGE	2023-26
12 TH GRADE (CBSE)	HARSHA INSTITUTIONS	2021-23
10 TH GRADE (CBSE)	MOUNT LITERA ZEE SCHOOL	2017-21

PROFESSIONAL EXPERIENCE

Biesse (HR INTERN) May 2025 - July 2025

Biesse is a global leader in manufacturing technology for wood, glass, stone, and advanced materials, headquartered in Italy with operations in over 160 countries

- Supported end-to-end HR operations, including employee onboarding, documentation, and maintaining compliance checklists for recruits at all levels.
- Assisted in recruitment coordination, from apprentice (NAPS/GET) and senior candidate documentation to induction, and handled payroll structure and statutory administration, such as pension funds and insurance.
- Streamlined HR filing systems, managed employee records, and utilized internal software and advanced MS Excel functions (VLOOKUP, Pivot Tables) for HR data analysis and resource tracking

The Bear House (HR INTERN) Nov 2024 - Dec 2024

Fast-growing premium menswear brand from India, known for contemporary styles and featured on Shark Tank India.

- Supported HR operations and engagement initiatives in a fast-paced, multicultural environment.
- Coordinated with cross-functional teams to streamline onboarding and induction processes.
- Collected and analyzed employee feedback to identify process improvements.

CERTIFICATIONS

- Microsoft Certified: Azure AI Fundamentals
- HR Analytics using MS Excel

TECHNICAL & FUNCTIONAL SKILLS

- Operational Skills: Documentation, process management, compliance reporting, client lifecycle coordination.
- Technical: SAP, Canva, ChatGPT, HRMS, MS Excel (VLOOKUP, Pivot Tables), Google Workspace
- Analytical: Employee data analysis, process improvement, report generation
- Organizational: Time management, multitasking, attention to detail, task prioritization

ACHIEVEMENTS

Successfully managed HR operations for multinational and start-up environments during internships
Led multiple college-level awareness drives and volunteer programs
Recognized for improving administrative efficiency and communication flow

EXTRACURRICULAR ACTIVITIES

Secretary - Youth Red Cross, MCC | Mar 2025 - Present

- Coordinated between volunteers, faculty, and external organisations to ensure smooth execution of events.
- Maintained accurate records, prepared detailed reports, and managed all official communications for the unit.
- Promoted health awareness and humanitarian values through targeted outreach, strengthening leadership and crisis management skills.

Public Relations Manager - NATIONAL SERVICE SCHEME, MCC | May 2024 - May 2025

- Directed large-scale health initiatives including health camps, first-aid training, and blood donation drives, engaging diverse stakeholders.
- Led communication and publicity strategies for NSS activities, boosting event reach and participation.
- Coordinated with media, designed promotional materials, and managed external relations to enhance visibility.

SOFT SKILLS

- Effective Communication
- Time Management
- Critical Thinking
- Multitasking Efficiency
- Proactive learner with strong curiosity to acquire new skills
- Customer Support & Issue Resolution
- Cross-functional Collaboration
- Adaptability in Fast-paced Environments
- Problem-Solving