

# **Praveen Kumar N**

📍 Chennai | 📞 +91-8072457261 | 📩 [pk14081499@yahoo.com](mailto:pk14081499@yahoo.com) |  
🔗 [linkedin.com/in/praveen140899](https://linkedin.com/in/praveen140899)

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## **CAREER OBJECTIVE**

HR professional experienced in recruitment, HR operations, onboarding, and payroll coordination for IT and corporate environments. Seeking an HR Executive role to support scalable HR processes and enhance employee experience.

## **ACADEMIC PROFILE**

- MBA (Human Resource & Finance) – Anna University (BIT Campus), 2022
- B. Com (General) – Ramakrishna Mission Vivekananda College, 2019

## **PROFESSIONAL STRENGTHS**

Talent Acquisition & Recruitment	HR Operations & Documentation	Employee Relations & Grievance Handling	Onboarding & Exit Management	Payroll & Attendance Coordination
Billing & Invoicing	Payment Tracking & Reconciliation	MIS Reporting	MS Excel & HRMS Tools	Communication & Problem-Solving

## **PROFESSIONAL EXPERIENCE**

### **Hinisys Software Ltd– Chennai**

*HR Generalist| Oct 2024 – Nov 2025*

- Led end-to-end recruitment cycles including talent sourcing, screening, interviewing, selection, and structured onboarding.
- Managed employee relations, grievance handling, and initiatives that strengthened workplace culture and organizational compliance.
- Maintained accurate HR operations data including attendance, leave management, payroll coordination, and employee documentation.
- Supported performance management cycles, training & development programs, and ensured smooth rollout of HR policies and processes.
- Handled employee exit processes, full-and-final settlements, and ensured compliance with statutory and organizational HR standards.

## **Prime Tours and Travels – Chennai**

*Billing Executive | Sep 2022 – Sep 2024*

- Deal with complete billing operations, including accurate invoice preparation for travel bookings, tour packages, and ancillary services.
- Coordinated with Operations and Accounts teams to ensure timely billing updates and smooth financial processes.
- Monitored payments, reconciled outstanding bills, and executed follow-ups to support timely collections.
- Maintained well-organized financial documentation such as invoices, receipts, vouchers, and related billing records.
- Resolved customer billing queries, addressed discrepancies/credit notes, and generated regular billing and MIS reports for management.

### **Training & Development**

- Trained new team members on end-to-end billing workflows, MS-Office tasks, and customized billing software used in travel and tour operations.
- Guided staff on documentation accuracy, reconciliation processes, and industry-specific billing standards to ensure smooth and consistent operational performance.

### **Achievements**

- Achieved performance targets in billing accuracy and timelines, earning incentives for operational efficiency and reliable customer support.

## **Freelance Recruitment Coordinator (Client: Accenture via HirePro) – Chennai**

*Jun 2019 – Mar 2020*

Support end-to-end freelance recruitment coordination, including candidate documentation, verification processes, onboarding support, and timely closure of hiring activities.

## **CERTIFICATIONS**

- Tally Essential Comprehensive (Tally Prime)