

YAMILI SEKAR

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SUMMARY

Highly motivated HR professional with a Master's degree in Human Resources Management and 1 year of experience in the oil and gas industry, specifically with Chennai Petroleum Corporation Limited (CPCL Manali Refinery). Proven ability to streamline HR processes, enhance employee training programs, and manage internship initiatives. Possesses a strong understanding of payroll and taxation processes from a completed internship. Skilled in full-cycle recruitment, employee onboarding, and maintaining accurate records.

PROFESSIONAL EXPERIENCE

Executive HR Trainee | Chennai Petroleum Corporation Limited **Nov 2023 - Nov 2024**

- Managed end to end recruitment cycle, including sourcing, screening and scheduling interviews for various roles.
 - Conducted initial phone screens to assess candidate qualifications and interest.
 - Performed reference and background checks for potential hires.
 - Facilitated employee training programs, coordinating schedules and securing appropriate resources.
 - Improved HR processes by streamlining employee onboarding and orientation procedures.
 - Maintained accurate employee records, ensuring timely updates to personal information, employment status, and benefits enrollment.
 - Managed internship programs, coordinating placements with various departments and mentoring interns.
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INTERNSHIP

Payroll & Taxation Intern (Remote) | NextGen Solutions **May 2025 - June 2025**

- Gained practical understanding of tax regulations and TDA concepts relevant to employee compensation in a virtual work environment.
 - Gained exposure to various software used for salary payment.
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EDUCATION

MA. Human Resource Management | Ethiraj College for Women **2021-2023**

Project: A Study on Employee Retention Strategy

Bachelor of Business Administration | Ethiraj College for Women **2018-2021**

Project: A Study on Consumer Buying Behavior towards Green Products.

SKILLS

HR Expertise: Full cycle recruitment, Talent Sourcing, Candidate screening, Interview Coordination, Employee onboarding, HR operations, Employee relations, Training & development.

Technical Skills: MS Office (Word, Excel, PowerPoint), SAP Application, HRIS.

Soft Skills: Communication, Coordination, Teamwork, Problem Solving, Attention to detail.

PROFESSIONAL DEVELOPMENT

SAP FICO Training | PUMO Technovation

July 2025-Oct 2025

ADDITIONAL INFORMATION

- **Languages:** English, Tamil
- **Certifications:** MS Excel, HR Management and Employability Skills Training