

SOWMYA MAHENDRAN



Contact No: +91 63816-70317 | Mail:

sowmyamahendran1551@gmail.com

LinkedIn: <http://www.linkedin.com/in/sowmya-mahendran-59443a228>

Temporary Address: Karumandapam, Tiruchirappalli

Permanent Address: Singampunari, Sivagangai District

CAREER OBJECTIVE:

Motivated HR Professional aiming to drive operational excellence and employee engagement through data driven HR practices. Dedicated to leveraging my skills in onboarding, recruitment, HR systems to create measurable value for organizations and foster a positive workplace culture.

EDUCATION

- MBA (Human Resource & Finance)
2022 - 2024 | Dindigul | CGPA: 7.78
- Bachelor of Commerce (Computer Applications)
2019 - 2022 | Dindigul | Score: 80%
- Higher Secondary (Commerce with Business Maths)
2018 - 2019 | Chennai- 92

PROFESSIONAL EXPERIENCE

HR Operation Intern

VDart Inc., Trichy. | 03/ 2024 - 06/2024, 12/ 2024 - 02/ 2025

- Spearheaded onboarding and training for 50+ new hires ensuring 100% compliance with Documentation requirements
- Transformed a paper based employee record system by digitizing and maintaining a databased of 1000+ employee records enhancing data retrieval efficiency by 20%
- Streamlined document collection and reconciliation process, resulting in a 10% reduction in processing time.
- Curated and securely stored active and inactive employee records for future reference
- Revamped employee records by ID, decreasing search time by 20%.
- Administered employee Time & Attendance system and updated records in the HR Portal.
- Orchestrated full-cycle recruitment through Screening, Sourcing, and Recruiting candidates

HR Generalist (Recruiter)

GKSV Consultancy Services, Trichy | Aug 2024 – Nov 2024

- Identified and recruited candidates for international job positions.
- Partnered with hiring managers to understand role requirements and streamline the recruitment process.
- Cultivated strong candidate pipelines and client relationships

Intern - Operations

Raj Kumar Traders, Singampunari | Aug 2023 – Sep 2023

- Gaining exposure to production, packing, and logistics.
- Observed and understood supply chain process.

Intern - Sales and Service

Cool Fashion, Textile Showroom, Dindigul. | Jul 2022 – Aug 2022

- Handled customer queries and supported product selection
- Assisted in improving operational efficiency.

HR POLICY KNOWLEDGE

- Employment & Probation Policies
- Attendance, Leave, Grievance Policies
- Compensation & Benefits Policies
- Workplace conduct & Disciplinary Policies
- Termination & Exit Policy

TECHNICAL SKILLS

- Employee Onboarding. | Time & Attendance Management
- Sourcing & Screening | Interviewing
- Negotiation | Networking
- MS Outlook | MS Word | MS Excel | MS PowerPoint.

INTERPERSONAL SKILL

- Adaptability | Time Management
- Strong Work Ethic | Critical Thinking
- Active Listening | Patience
- Pressure Handling

DECLARATION:

I certify that the information provided in my resume is accurate to the best of my knowledge. I accept full responsibility for any errors or inaccuracies that may arise in the future.

Place:

Date:



Signature
(Sowmya)