

# VARUN BABU B

## HR & Talent Acquisition Professional

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## EXECUTIVE SUMMARY

MBA graduate specializing in Human Resource Management and Business Analytics with hands-on experience in recruitment, HR operations, and payroll support. Skilled in candidate coordination, onboarding, and HR data management using Excel and Analytical tools. Strong understanding of HR compliance, compensation, and employee engagement.

## WORK EXPERIENCE

### Project Cum Intern - NLC India Ltd

Feb 2025 - April 2025

- Acquired knowledge and hands-on experience in Human Resources, like service book maintenance, performance management, and compensation benefits, supporting HR processes for a small workforce.
- Gained hands-on experience in payroll processing and leave/attendance management, while learning to set measurable project goals, track progress, and evaluate outcomes effectively.

### HR Intern - Next Innovation Asia

Sep 2024 - Oct 2024

- Gained knowledge and hands-on experience in aspects of Human Resources, including job posting, JD preparation, and business listing, supporting recruitment efforts across multiple positions.
- Assisted in the development of promotional campaigns across multiple channels.

## EDUCATION

### MASTER OF BUSINESS ADMINISTRATION

Human Resource Management and Business Analytics

JEPPIAAR ENGINEERING COLLEGE [ANNA UNIVERSITY]

Building a Career with Specialization in HR & BA | CGPA: 8.1

### BACHELOR OF ENGINEERING

Computer Science and Engineering

VELAMMAL INSTITUTE OF TECHNOLOGY

[ANNAUNIVERSITY]

July 2023 | CGPA: 8.78

### SCHOOL HSC - 71 % and SSLC - 91 %

JAWAHAR MATRIC HR SEC SCHOOL, NEYVELI

2016 – 2019

## TECHNICAL SKILLS

- Recruitment Strategies
- Talent management and Employee relations
- Onboarding and Interviewing
- Compensation and benefits management
- Knowledge of employment laws
- MS Office (Excel, PPT, Word)
- Google Sheets
- Programming Language: Python, SQL, Analytics

## SOFT SKILLS

- Communication
- Problem-solving
- Teamwork & Attention to detail
- Interpersonal skills
- Collaboration & Multitasking

## CERTIFICATIONS

- Career Essentials in Generative AI by Microsoft and LinkedIn
- HR - Talent Acquisition by Reliance Foundation Skill Academy
- NAUKRI ATS (MAESTRO RECRUITER) by NAUKRI

## ACHIEVEMENTS

- Won 1<sup>st</sup> price for Presentation: Done Business Model Presentation about recycling waste on the topic Trash 2 Treasure.