

KANIMOZHI M

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HUMAN RESOURCES/TRAINING AND DEVELOPMENT PROFESSIONAL

Visionary professional who achieves unprecedented results through innovation, initiative and resourcefulness. Thrives in ambiguous circumstances with minimal direction and resources; strong ability to gather and compile best practices from throughout the organization. A natural relationship builder who enrolls others to support positive change.

SKILL SET

- MS-Office
- SQL
- Linux/Unix
- C, C++ Language
- Typewriting English, Tamil (Both Higher)

SELECTED ACCOMPLISHMENT

- Designed, developed and delivered training that led to highest increase in productivity improvement/Quality improvement
- As a trainer of Training Development, developed several new training and HR programs that led to significant increases in morale and performance during a time of intense organizational change

PROFESSIONAL EXPERIENCE

- **Kyungshin Industrial Motherson Pvt Ltd.**

Assistant Engineer in HR & Training (03/06/2019 to 30/06/2021)

Shop floor trainer of Training and Development.

Major Customer: Hyundai India Motors

- Designed, developed and delivered new training program for management including operations, product knowledge, customer services, SPC.
- Designed and developed company's behavioral based interviewing program which improved increasing retention.

JOB RESPONSIBILITY @ KIML

- Improving the skill level of the Associates and Trainees.
- Manpower control.
- Giving a brief orientation to the new entries.
- Monitoring the induction sheet and feedback of the new entries.
- Preparation of SOP, Work Instruction & Visual Displays.
- Part of Quality Improvement Team.
- Team leading for Quality circles.
- Explain the 3C – 5S Training, Work Standard & 7 Forms of wastages.
- Explain the SPC studies.
- Training given on G-STARS Practice.
- Rework Training & BOM validation.
- Coordinating end to end supply chain managements.
- Responsible to ensure availability of part requirements as per monthly plan.
- Providing technical support.
- Trained new employees, according to standard operating procedures.
- Effective coordination with production & quality team to enhance productivity.
- Handling customer complaints, give corrective actions & preventive actions.
- On the job training & maintaining of evaluation records.
- Training calendar and Plan preparation.
- Training programs organize.

PROFESSIONAL DEVELOPMENT

- Over 100 hours of seminars in topic including Basics of Human resources,
- managing multiple projects,
- Recruiting, Facilitation,
- Leadership, Communication skills,
- Ethics & morale, Calibration, 7 QCtools,
- Problem Solving Techniques,
- Statistical Process control.

EDUCATION

Master of Business Administration (HR & FIN)

Sri Muthukumaran Institute of Technology,
Anna University,
Chikkarayapuram, Chennai.

Studying, 2021- 2023.

Bachelor of Engineering (ECE)

Maamallan Institute of Technology.
Anna university,
Sriperumbudur.

Completed, April 2014.

Higher secondary

Government, Hr, sec school.
Sriperumbudur.

Completed, April 2010.

Secondary

Government, Hr, sec, school.
Sriperumbudur.

Completed, April 2008.

Languages

- English - ●●●●
- Tamil - ●●●●

Personal details

- Father Name: Murugesan.
- Gender: Female.
- Nationality: Indian.

Declaration:

I Kanimozhi here by declare that the information contained herein is true and correct to the best of my knowledge and belief.

Chennai, Tamilnadu.