

A. JEYAPRIYA

PROFILE SUMMARY

HR professional with experience in recruitment, payroll management, and employee engagement. Skilled maintaining HR databases, and ensuring smooth HR operations. Committed to fostering a positive work environment and supporting organizational success.

WORK EXPERIENCE

Junior HR

Paragon dynamic info systems

November 2024

- Managed end-to-end recruitment processes, including sourcing, screening, and onboarding.
- Developed KRAs and KPIs for technical and non-technical roles.
- Maintained accurate attendance records.
- Addressed employee queries and facilitated engagement activities.
- Maintained HR databases and ensured compliance with policies.

Lecturer in psychology

MAY 2022- JULY 2024

Sri Ramachandra Institute of Higher Education and Research, Porur

- Led student activities and resolved conflicts.
- Mentored students in research and practical applications.
- Provided strategic advice on student management to the department head.
- Managed administrative duties, including NCC and NSS coordination.

July 2020-April 2022

PGT Psychology

Sri Krish International School, Kovur

- Career Guidance and Personality Assessments
- Student Counseling Innovative Lesson Planning
- Behavioral and Academic Support Workshops and Educational Seminars
- Monitoring and Evaluation

Psychologist

November & December, 2020

Manashashtra mind care, Vanagaram

- Clinical Assessment and Diagnosis
- Therapeutic Intervention
- Development of Treatment Plans
- Documentation and Reporting

CONTACT

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EDUCATION

M.Sc.Applied Psychology

BHARATHIAR UNIVERSITY

JULY 2018 - AUGUST 2020

B.Sc. Psychology

DR. MGR - JANAKI COLLEGE

JUNE 2015 - APRIL 2018

CURRENTLY PURSUING

Online Certification course -
Human Resource Associate
Professional Certificate

SKILLS

- Recruitment & Talent Acquisition
- Collaboration and Communication
- Professional Development& Training
- Team Management
- Counselling skills
- Assessment skills