

# Praveen Kumar N

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## **CAREER OBJECTIVE**

Dedicated HR professional with experience in Talent Acquisition, HR Operations, Employee Relations, Onboarding, Payroll Coordination, and HRMS/HRIS administration across IT and corporate environments. Seeking an HR Executive role to streamline HR processes, support employee lifecycle management, and enhance organizational efficiency.

## **CORE COMPETENCIES**

- Talent Acquisition & Recruitment
- POWER BI
- HRMS / HRIS System Management
- HR Operations & Documentation
- Employee Relations & Grievance Handling
- Onboarding & Exit Management
- Payroll, Attendance & Leave Coordination
- Performance Management Support
- MIS Reporting
- Communication & Problem-Solving Skills

## **PROFESSIONAL EXPERIENCE**

### **Hinisys Software Ltd, Chennai**

*HR Generalist | Oct 2024 – Nov 2025*

- Managed full-cycle recruitment through HRMS/HRIS platforms, including talent sourcing, screening, interview coordination, selection, and structured onboarding.
- Handled employee relations, grievance resolution, and culture-building initiatives while ensuring adherence to HR policies and compliance standards.
- Maintained accurate HR operations data attendance, leave management, payroll inputs, and employee records using HRMS/HRIS tools, with periodic data reporting through Power BI dashboards.
- Supported performance management cycles and coordinated training & development programs using automated HRIS workflows and data insights generated via Power BI.
- Executed exit formalities, full-and-final settlements, and statutory compliance documentation within HRMS/HRIS systems, with reporting support via Power BI where required.

## **Prime Tours and Travels, Chennai**

*Billing Executive | Sep 2022 – Sep 2024*

- Handled complete billing operations including invoice preparation for tour packages, travel bookings, and ancillary services.
- Coordinated with Operations and Accounts for billing updates and accurate financial tracking.
- Monitored payments, reconciled outstanding bills, and conducted timely follow-ups.
- Maintained organized billing documentation including invoices, vouchers, receipts, and MIS reports.
- Resolved billing discrepancies, customer queries, and processed credit notes effectively.

### **Training & Achievements:**

- Trained new staff in billing workflows, MS-Office tasks, and billing software.
- Achieved billing accuracy and timeline targets, earning incentives for operational efficiency.

## **Freelance Recruitment Coordinator (Client: Accenture via HirePro) – Chennai**

Jun 2019 – Mar 2020

Support end-to-end freelance recruitment coordination, including candidate documentation, verification processes, onboarding support, and timely closure of hiring activities.

### **ACADEMIC PROFILE**

- MBA (Human Resource & Finance) – Anna University (BIT Campus), 2022
- B. Com (General) – Ramakrishna Mission Vivekananda College, 2019

### **CERTIFICATIONS**

- Tally Essential Comprehensive (Tally Prime)

### **TECHNICAL SKILLS**

- HRMS / HRIS Systems (Recruitment, Attendance, Payroll Modules)
- MS Excel, Word, PowerPoint
- MS POWER BI
- Tally Prime
- Applicant Tracking Systems (ATS)