

Praveen Kumar N

HR Generalist | HR Operations | Recruitment | Payroll | Employee Relations

Chennai

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CAREER OBJECTIVE

HR Professional with 3+ years of experience in HR Operations, Talent Acquisition, Payroll Coordination, and HRMS Administration, seeking an opportunity to contribute to process efficiency, employee lifecycle management, and data-driven HR decision-making.

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
- Statutory Compliance Support
- Compensation & Benefits

PROFESSIONAL EXPERIENCE

Hinisys Software Ltd, Chennai

HR Generalist | Oct 2024 – Nov 2025

- Managed full cycle recruitment including sourcing, screening, scheduling interviews, and onboarding using HRMS / HRIS platforms.
- Handled Employee Relations activities including grievance resolution, conflict management, and culture-building initiatives.
- Maintained accurate HR data including attendance management, leave records, payroll inputs, and employee database.
- Prepared HR MIS reports and created **Power BI dashboards** for management insights.
- Supported HR policy implementation and ensured adherence to HR standards and procedures.

Prime Tours and Travels, Chennai

HR Executive | Sep 2022 – Sep 2024

- Handled end-to-end recruitment for Travel Consultants, Operations Staff, Ticketing Executives, and support functions.
- Managed onboarding, induction, HR documentation, ID creation, and HRIS updates.
- Maintained attendance records, leave management, manpower records, and supported payroll processing.
- Conducted background verification and compliance support processes.
- Contributed to employee engagement and retention initiatives.

Ashok Leyland – Chennai

HR Intern | Jun 2022 – Aug 2022

- Conducted Employee Morale Enhancement Project and analyzed engagement satisfaction factors.
- Designed and conducted surveys to identify workforce concerns and productivity improvements.
- Provided actionable recommendations to enhance employee satisfaction and engagement.
- Supported execution of HR strategies and engagement activities.

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

TECHNICAL SKILLS

- HRMS / HRIS Tools
- Applicant Tracking Systems (ATS)
- Zoho People
- Power BI (HR Dashboards & Analytics)
- Advanced Excel (HR Reports, MIS, Pivot, VLOOKUP)
- MS Office (Word, PowerPoint)
- HR Data Analytics