

## SARANYA SIVALINGAM

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No. R45 Staff Quaters Aringar Anna Zoological Park Vandalur  
Chennai - 48



### Objective

To work for an organization of good reput and stature and to gain knowledge for betterment of the esteem organization which allows me to use as well as develop my communication, negotiation, and problem solving skills to carry out duties in areas such as learning and development, recruitment, policy implementation and employee relations.

### Experience

**MAHLE Engine Components India Private Limited, Maraimalai Nagar Chennai**

*06/03/2020 - Present*

Management Trainee

### Roles And Responsibilities

#### Conducting Training and Development Activities for both Workers and Staffs

Organising trainings for both employees and worker based on their TNI ( Training Needs Identification - Executives) and Skill Matrix (Workers and Trainees)

#### Job description

Creating job description for executives, GET and DET candidates.

#### Conducting training

TPM

5S

Induction for new joiners

EMS

Safety refresher training

#### Audit

Attended 10+ customer audits and other audits like EMS, PFMEA, IATF and so on.

#### Payroll and compliance

Payroll - Monthly payroll additions and deletion

ESI & PF generation

#### Recruitment

Application screening

### Education

**SRM Valliammai Engineering College Kattankulathur -Anna University**

*2020*

MBA - HR & FINANCE

7.2 CGPA



**SDNB Vaishnav College for Women Chrompet - University of Madras**

2018

Bcom (Corporate Secretaryship)

82%



**Sri Vishwa Vidyalaya Matriculation Higher Secondary School - State board**

2015

Higher Secondary

82%



**Shalom Matriculation Higher Secondary School - State board - State board**

2013

SSLC

80%



### **Skills**



Team Building



Problem Solving



Leadership



Time management



Creativity



### **Projects**



**A Study on Employee Perception about implementing Artificial intelligence in Human Resource Management in MAHLE engine components India Private limited**

The object of this study on Employee perception was initiated to implement artificial intelligence in the place where manpower are not willing to work (Foundry) due to extreme temperature.



**Project on Institutional training on Stress Management in Ideal Fastener India Private Limited**

Reasons for stress were identified and provided suggestions to overcome their employees from stress.



### **Language**



Tamil & English



### **Publication**



**A study on stress management among women employees working in IT sectors Chennai**

Publisher - MIM international Journal of management research (MEASI Institute of Management)