

VINEHA VSL

HR Coordinator

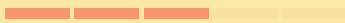
CONTACT

✉ vinehavsl@gmail.com

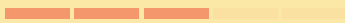
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SKILLS

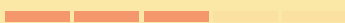
Adaptability



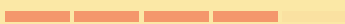
Time management



Presentation



Communication



HOBBIES

Singing, Gardening, Spiritual practices, Cooking, Yoga!

I would love to spend some time alone with books, food and music because they are the most important factors that embrace my solitude!!

PROFILE

I am driven and recognized for my ability to communicate effectively with colleagues and HR managers and team lead, providing strategic results and increasing employee empowerment.

HR Coordinator with recent education in BE(CSE) from conceptualization to delivery. Expert at interdepartmental coordination and communication. Goal-oriented person in providing more for company success as well as a motivational individual who is driven by authenticity!

My main mottos in life are "To grow, grind and glow" and "Everything happens for a good reason"

EDUCATION

12th, Holy Angels A.I. Higher Secondary School, Chennai

Jun 2014 – May 2016

12th – scored 84%

10th, Holy Angels A.I. Higher Secondary School, Chennai

Jun 2013 – May 2014

10th – score of 97.6%

B.E (CSE), Meenakshi Sundararajan Engineering College, Chennai

Jun 2016 – Nov 2020

CGPA- 7.33

EXPERIENCE

HR Coordinator, PRIDE GLOBAL TECHNOLOGIES, Chennai

May 2021 – Nov 2021

Worked as an HR coordinator in strategizing training mails and creating training templates and addressing the issues to the team leads and colleagues by creating a healthy rapport with the whole HR team. Learned a lot of (MS) Excel and MS PowerPoint basics to create spreadsheets regarding meeting timelines and employee information and to create fun templates in PowerPoint containing all new freshers on board every week.

- Coordinated all daily activities of assigned clients to appropriate company projects.

Tech Support Agent, CSS CORP Pvt Ltd, Chennai

Nov 2020 – Feb 2021

- Worked well with other team members, achieving XX% increase in sales over the previous year.
- Was the primary point of contact for XX customers, resolving their problems by listening to them and identifying solutions.
- Provided customers with fast and accurate cash handling services, resolving any issues in an efficient manner.

REFERENCES

NITHYA MURUGAN, nithya.murugan@prideglobal.com, PRIDE GLOBAL, +91 8754326717

EXTRA-CURRICULAR ACTIVITIES

Feb 2022 – Present