

Gayathri Manohar

Chennai, Tamil Nadu

gayathri.manohar.devi@gmail.com

+91 80726 69978

I am an adaptable and responsible graduate seeking a position in the field of Human Resource.

I am reliable, hard-working with strong attention to detail and eager to learn about new technologies and business issues.

I am able to work well both on my own initiative and as part of a team as well as to travel abroad.

I am looking for a role that offers flexibility and opportunity to grow both personally and professionally.

Work Experience

Human Resource Trainee

Armsofttech Private Limited - Chennai, Tamil Nadu

June 2021 to Present

1. Employee Grievance
2. Induction Program
3. Employee Engagement Activity
4. Attrition Handling
5. Coordinating Festive Activities
6. Employee Exit Formalities

Human Resource Executive

McBird technologies - Chennai, Tamil Nadu

May 2021 to June 2021

1. I was responsible for sourcing the candidates and selecting the candidates for the interview.
2. I was also responsible for maintaining the employees time sheet.

Internship

Lucas TVS - Puducherry, Puducherry

2020 to 2020

Total employee involvement in Lucas TVS

Intern

Zoho Corporation - Chennai, Tamil Nadu

June 2019 to July 2019

Worked with Zoho books, an accounting software, primarily focusing on GST

Education

MBA in Human Resource and Marketing

SRM Institute of Science and Technology - Chennai, Tamil Nadu

August 2018 to June 2020

Bachelor's in Computer Science

Anna Adarsh College for Women - Chennai, Tamil Nadu

May 2014 to April 2017

Skills / IT Skills

- Microsoft Office
- Communication Skills
- Interpersonal Skills
- Time Management
- Decision Making Skills
- Zoho Books (Less than 1 year)

Languages

- Hindi - Fluent
- Tamil - Fluent
- English - Fluent

Online Profile

<http://linkedin.com/in/gayathri-manohar-0240b4198>

Certifications and Licenses

Recruiting: Talent Acquisition & Hiring

February 2021 to Present

HR Analytics

March 2021 to Present

Digital Marketing

March 2021 to Present

Additional Information

Currently pursuing HR Analytics, Digital Marketing, Hiring and Talent Acquisition, Microsoft Power Bi, Business Analytics Certificate course from Udemy.