

ARUN RAMA THILIBAN

Human Resource

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9360298270

Thenkasi, Tamil Nadu, India

SKILLS

COMMUNICATION | MANAGEMENT | LEADERSHIP | EXCEL | PROGRAM ORGANIZATION | MS EXCEL | MULTI TASKING | STATISTICAL ANALYSIS

EDUCATION

MBA – HUMAN RESOURCE & LOGISTICS (2022-2024)

MS University, Tirunelveli.

B.Sc Mathematics (2019-2022)

MS University, Tirunelveli.

CERTIFICATES

- State Level Quiz Competition.
- Business analytics with Excel.
- Human Resource Management Certificate.

INTERESTS

- Learning new Technologies
- Sports – Weight lifting, Sprinter.

WORK EXPERIENCE

Internship

❖ **VVR PVT. LTD.,** (05/2023 – 06/2023)

(Tasks/Projects)

- Worked with the team to manage resources as per the task availability.
- Supported in shortlisting and scheduling interviews.
- Managed fun activities to motivate employees and increased more productivity.
- Worked with team members 1 to 1 and in small groups to enhance performance and employee satisfaction.

❖ **Britania SIPCOT** (10/2023 – 03/2024)

(Tasks/Projects)

HR – Internship :

- Developed and implemented employee engagement programs to enhance workplace satisfaction and productivity.
- Organized team-building activities and events to foster a positive and collaboration work environment.
- Assisted in coordinating and conducting interview, including scheduling, communication with candidates, and maintaining interview records.
- Supported the recruitment team by screening resumes, conducting initial phone screenings.
- Promoted work-life balancing by implementing flexible work schedules and wellness programs
- Provided administrative support to HR department, including maintaining employee records, preparing reports, and handling confidential informations.

PERSONAL PROJECTS

Entrepreneur & Marketing:

- Managed a successful business: achieving 20,000 profit every month with consistency results.
- Team Leadership: Recruited, trained and managed a diverse team of 5 employees, fostering a collaborative and high-performance work environment.
- CRM: Led the successful implementation and ongoing management, optimizing customer data management.
- Strategic Alignment: Collaborated with senior leadership to align HR initiatives with overall business strategy, ensuring that talent management supports.