



# JAI VIVEK

## Human Resource

### My Contact

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📍 Tiruppur, Tamilnadu

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### Professional Skills

- Post Recruitment
- Pre Screening
- Background Check
- Labour Compliance
- On - Boarding
- HRIS SPINE
- MS - Office

### Education Background

**Master of Social Work - Human Resource Management** 2021 - 2023

Sri Ramakrishna Mission  
Vidyalaya College of Arts and  
Science - Coimbatore

**CGPA - 7.8**

### Project

Inter personal Relationship  
among employees at work place  
in Salzer Electronic Limited

### Languages

**Tamil** - Fluent, **English** - Intermediate  
**Malayalam** - Conversational

### About Me

A consistent learner, having earnest to practice every standards of HRM from different sector. As a Social work HR had a minimal proportion of experience in the field of Manufacturing context. Looking forward for an opportunity as a HR Trainee / entry level HR as a part of your team and awaiting for your response.

### Professional Experience

Management Trainee (HR) - TEXMO INDUSTRIES  
(Coimbatore) - **April 2024 to June 2024**

- Handled **Post Recruitment** following that deploy new joiners as per division requirements in accordance with their academic and experience criteria.
- Oriented HR **Induction** for new joiners regarding (Benefits, Shifts, Company and Work Culture)
- Generation and Distribution of IDs for employees through **HRIS (SPINE)**
- Assisted Division HRs in auditing Production area as per **Statutory Compliance**.
- Daily Routine - Monitor employees entry check from **Time Office**. Ensure allocated securities for Time Office during multiple shifts were presented on that day.

### Internship Experience as HR Intern

<b>Clifton Export Private Limited - Tiruppur</b>	05.2023
Attendance - HR Records - HR Audit	to 06.2023

<b>Flowlink Systems Private Limited - Coimbatore</b>	02.2023
HR Records - Training and Development	to 04.2023

<b>KSB Limited - Coimbatore</b>	08.2022
Statutory Compliance - Health and Safety	to 10.2022

<b>S.N.Q.S Internationals Private Limited - Tiruppur</b>	06.2022
HRIS - Attendance - HR Records	to 06.2022