



JAI VIVEK

Human Resource

My Contact

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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 joinees as per division requirements in accordance with their academic and experience criteria.
- Oriented HR **Induction** for new joinees 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

Clifton Export Private Limited - Tiruppur	05.2023 to 06.2023
Attendance - HR Records - HR Audit	
Flowlink Systems Private Limited - Coimbatore	02.2023 to 04.2023
HR Records - Training and Development	
KSB Limited - Coimbatore	08.2022 to 10.2022
Statutory Compliance - Health and Safety	
S.N.Q.S Internationals Private Limited - Tiruppur	06.2022 to 06.2022
HRIS - Attendance - HR Records	