

VIGNESH WARAN. M

B.com, MBA

☎ PHONE : 9344117877

✉ EMAIL : VIGNESHWARAN.OFCL@GMAIL.COM

OBJECTIVE

A highly motivated and recent MBA graduate specializing in Human Resource Management, seeking a challenging position where I can apply my academic knowledge, internship experience, and strong interpersonal skills to contribute to organizational success and continuously grow in a dynamic professional environment.

WEBSITES

vigneshwaranhr.blogspot.com

vigneshwax.github.io/pc/

LINKEDIN

www.linkedin.com/in/vigneshwaran-peoplefirst

DATE OF BIRTH

24/07/2003

ADDRESS

No: 7, velalar St, Ukkal Vlg,
Thiruvannamala, 631701

TOOLS

- WORD, EXCEL, POWERPOINT
- POWER BI
- GOOGLE SHEET/DOC
- CANVA
- PROMPT ENGINEERING
- ZAPIER - AI AUTOMATION
- GEN AI & AI TOOLS
- KREDLY
- JIRA
- DAVINCI RESOLVE

EDUCATION

MBA-HRM 2023 - 2025

Dr. M.G.R. Educational and Research Institute | Maduravoyal Suburb of Chennai

B.COM-CA 2020-2023

Vels Institute of Science, Technology & Advanced Studies
| Pallavaram Neighborhood in Tambaram

HSC 2018-2020

State board Matric Hr. sec. school | Ukkal, THIRUVANNAMALAI

SSLC 2017-2018

Bharathidasan Matric Hr. Sec. school | Kanchipuram

CERTIFICATION

Certificate in TAREEQA: HUMAN RESOURCE SKILLS WORKSHOP at TAREEQA GLOBAL SOLUTION PVT. LTD

HR Analytics using MS Excel for Human Resource Management:
- Start-Tech Academy | Date Completed: May 27, 2025.

INTERNSHIP EXPERIENCE

Academic Counselor Intern:

Internzvalley, Bangalore

- Managed and led Lead Generation and Sales Teams consisting of interns from different states.
- Assigned leads to team members, tracked progress, and ensured timely follow-ups with potential students.
- Coordinated with the sales team to achieve enrollment targets and improve conversion rates.
- Trained and motivated team members to enhance performance and communication skills.
- Developed strong leadership, sales coordination, and people management abilities.

LANGUAGES

English

TAMIL

EXTRACURRICULAR ACTIVITIES

- Video Editing
- Mobile Photographer

HR Intern – Project Work

Curefoods India Pvt. Ltd., Bangalore

- Supported recruitment activities including resume screening, candidate shortlisting, and interview coordination.
- Assisted in onboarding and employee engagement initiatives.
- Maintained candidate records and collaborated with hiring managers to fulfill staffing requirements.
- Gained practical exposure to HR operations, recruitment, and employee relations

SKILL

- Recruitment & Talent Acquisition
- Employee Relations
- HR Analytics (Excel)
- Communication & Interpersonal Skills
- Interview Scheduling