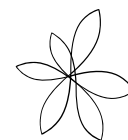


# DHARSHINI M



## Assistant Manager -HR

COIMBATORE, IN 641026

9944728046 | [dharshinisri123@gmail.com](mailto:dharshinisri123@gmail.com) | WWW: [Bold Profile](#)

### PROFESSIONAL SUMMARY

To Succeed in an Environment of growth and earn a job that provides satisfaction and self development and helps me achieve organizational goals

### SKILLS

Time Management



Advanced

On boarding



Advanced

Payroll administration



Advanced

Statutory Compliance



Upper intermediate

Employee relations



Advanced

### WORK HISTORY

#### IZET E-PAYMENTS PRIVATE LIMITED

Assistant HR Manager | Coimbatore | December 2024 - Current

##### Roles & Responsibilities

- HR operations & Administration
- Employee Grievance Management
- HR Policy Implementation
- Compliance and Labor Law knowledge
- Employee Relation & Engagement
- Performance Management Support
- HRMS Management ( Software Like - Zoho , Zimyo , Greyt HR , Rednote)
- Exit Process and Retention Initiatives
- Payroll Management
- On boarding & Inductions
- Talent acquisition

### ENERGY FITNESS AND SPORTS

HR Generalist | Coimbatore, India | December 2023 - November 2024

- Manpower Planning & Recruitment Process
- Employee Relations

- Performance Management
- Training & Development
- Attendance & Leave Records
- Payroll & statutory Compliances

### **Operations Management**

- Facility Management - Monitor Compliance with health and safety regulations

Ensure the co-working Space well maintained , clean and safe

- Technology Management
- HR administration Management - Managing the entire branch's HR operation
- Maintaining and updating the database maintenance of personal records along with copies
- Verification of documents and employment screening / Background verification of newly joined employees verification report .
- Full and Final Settlement (F&F) of exit employees , Preparation of Retire Documents , Prepare and claim the medical insurance coverage to all the employees
- Developed and implemented on boarding and orientation programs for new employees.
- Administered payroll accurately, ensuring timely payment processing while minimizing errors in calculations or deductions.

### **SMART STREAM TECHNOLOGY**

*HR Executive | Coimbatore, India | December 2021 - February 2023*

- **Recruitment Process** -Developed and implemented internal HR processes ,recruiting procedures, including:  
classification of positions, job postings,interviews, and applicant tracking system.

Involved in the Selection & Screening Process,  
Final Interviews, and salary Fitment

- **On boarding Formalities** -On boarding the New joiners.  
Ensure all the arrangements and Facilities for the new Joiners.

Complete the joining formalities i.e., collect the required documents, and create a login ID for attendance systems and Human Resources Management Software(HRMS)

- **Attendance and Leave Records** - Keeping a track of the attendance of the employees.  
Maintain the manual attendance records.  
Calculate each employee's time excess.  
Filing the Leave records and keeping a track of the leaves taken.  
Seeing to it that there is not much time lapse on any given day.

### **BANNARIAMMAN RECRUITMENTS IN RATHINAM TECHPARK**

*Recruiter & Executive HR | Coimbatore, India | January 2020 - July 2021*

- Internal and External recruitment, Assist maintaining hard copy files for HR department
- Resume screening

- Pitching
- Handle the candidates
- Post the ad in the job portal
- Conduct the telephonic interview
- Track the candidate
- Mail follow-ups and coordinate with the client over mail
- Social media connectivity
- Vendors follow-ups
- Conduct the one and one process
- Maintain the candidate details in an excel sheet
- Analyze the candidate's needs
- Streamlined interview process for efficiency, reducing time-to-hire significantly.
- Conducted reference checks, background screening and other pre-employment checks to verify information on applicant's resume.

## **RATHINAM GROUPS**

*Internship Trainee | Coimbatore, India | February 2020 - March 2020*

- Internship in the field of Assistant HR trainee
- Sorted and organized files, spreadsheets, and reports.

## **PURPLEPRO IT SOLUTION INDIA PVT. LTD.**

*Internship Trainee | Coimbatore, India | May 2019 - June 2019*

- Completed internship in the field of Human resources and Marketing
- Filled out time sheets and paperwork according to identified requirements.
- Supported organizational objectives with help from existing employees.

## **EDUCATION**

**MBA HR & Operations**

Rathinam Institute of Management

*Coimbatore | January 2020 - May 2020*

**BACHELOR OF SCIENCE** Information Technology

Rathinam College of Arts And Science

*Coimbatore | July 2015 - April 2018*

## **RECOGNISATIONS & AWARDS**

*June 2021*

Awarded the Best employee of the month for Outstanding Performances

*April 2022*

Employee of the year 2022 for Recruitment

*November 2023*

Cash Prize for Best Performance