

Arunpandi.P

HR Recruiter

A. Vadipatti, Periyakulam, Theni, Tamil Nadu – 625602

Mobile:8072160998

Email: arunpandi769580@gmail.com

SUMMARY

I am a motivated HR graduate with a solid academic foundation in human resource management and a keen understanding of labor laws and employee relations. My hands-on experience in recruitment, employee onboarding, and record management has equipped me with a strong skill set to add value to any HR team. I am committed to fostering positive workplace environments and developing effective talent management strategies

WORK EXPERIENCE

Carloo Tex P Limited · 04/2024 – 10/2024

Company specializing in textile manufacturing

HR Assistant

- Monitored and tracked employee attendance, identifying patterns of absenteeism and working with managers to address issues before they impacted productivity
- Managed and maintained employee records, ensuring all information was accurate and up-to-date
- Utilized HRMS payroll software to process salaries, bonuses, and commissions, maintaining compliance with tax regulations and company policies

Muthalagu Group of Finance · 11/2024 - PRESENT

Financial service company providing consulting and management

HR Recruiter

- Led recruitment efforts for various roles ensuring the hiring of top-tier talent
- Coordinated the onboarding process for new hires, reducing onboarding time by 20%
- Organized training programs on financial compliance and industry best practices

EDUCATION

MBA in Human Resource Management – 72% 2022-2024

Bharath Niketan Engineering College · Andipatti

B.Sc in Computer Science – 65 % 2019-2022

Mary Matha College of Arts and Science · Madurai Kamaraj University

Higher Secondary – 56% 2018-2019

Govt.Hr. Sec.School–A. Vadipatti · A. Vadipatti

SSLC - 60% 2015-2016

Govt.Hr. Sec.School–A. Vadipatti · A. Vadipatti

PROJECTS

A Study on Perception of Organizational Climate · 09/2023 – 01/2024 Shri

Amman Try Steels and Allied Industry

Conducted a study on organizational climate for the MBA project Worked with Shri Amman Try Steels and Allied Industry for research

Vehicle Theft Online Complaint System · 01/2022 – 01/2022

Developed an online vehicle theft complaint system using PHP and MySQL Created front-end and back-end structures within a short time frame

SKILLS

Recruitment, Employee Onboarding, Employee Relations, HRMS, Employee Files Handling, Files Sourcing, Microsoft Power Point, Record Management, Recruitment, Training Programs

PUBLICATIONS:

- Participated an International conference and presented a title on **Employees Training and Development** in the year of 2023.
- Participated an International conference and presented a title on
- **A study on Perception of organizational climate** in the year of 2024.

DATE:

SIGNATURE