

DHIVYA P

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HUMAN RESOURCE MANAGEMENT

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Mulanur, Tiruppur-638 106



CAREER OBJECTIVE

Proactive and results-driven professional with a passion for continuous learning, dedicated to success in the Human Resource Department.

EDUCATION

PSG COLLEGE OF ARTS AND SCIENCE, COIMBATORE

Post Graduate Diploma in Human Resource
Management 2023 - 2024

PSGR KRISHNAMMAL COLLEGE FOR WOMEN COIMBATORE

Bachelor of commerce in business analytics
2019 - 2022

SKILLS

- Strong organizational and time-management skills
- Power BI, SPSS, SAP
- Microsoft Office Applications
- Quick learner and adaptable to organizational process.
- Conceptual work design and logical thinking

CERTIFICATIONS

- **PUBLISHED A PAPER IN UGC** (www.jettr.org) - Analyzing the Data with the Region to find out the proper crop to be cultivated.
- **NPTEL Online course** - Soft Skill Development
- Diploma in Computer Application
- Spoken - Tutorial March 2020 - Libre office suit calc training
- Tableau, Microsoft Power Bi & QlikView

LANGUAGE

- Tamil
- English
- Malayalam

PROFESSIONAL EXPERIENCE

HR RECRUITER

- **HRH NEXT SERVICE | 09-07-2024 - Present**
- Generate walk-ins through portals, Creating Posters.
- Day to day follow up with handover batch and completion of ATS (Applicant tracking system).
- Batch planner and Connecting with client for Support Staff.
- College drive and tie up with new consultancy.
- Employee Engagement Activities.
- Organizing theme contest programs.

Project & Internship

- Analyzing the Data with the Region to find out the proper crop to be cultivated.
- I completed my internship in "FORUS TECHNOLOGIES" Coimbatore.
- I completed my internship in "A BLUES CLOTHING" (MANUFACTURES & EXPORTERS).
- A study on the role of HR Manager's in Crisis Management.

Personal Details

- Date of Birth - 02-10-2001
- Gender - Female
- Marital Status - Single

Declaration

I hereby declare that all the information given above is true to best of my knowledge.