

PRIYA DARSHINI G C

COORDINATOR (HR)



Coimbatore, IN



+91-8220401333



Priyadarshini1199@gmail.com

CERTIFICATIONS

- Introduction to computer Training – Spoken tutorial (30 Jan 2019)
- LibreOffice Suite Impress Training – Spoken tutorial (22 Mar 2018)
- Financial Planning – Sydney (13 Mar 2018)

TECHNICAL SKILLS

- MS Office (Word, Excel, PowerPoint)
- Basic Computer Proficiency

SOFT SKILLS

- Effective Communication
- Leadership & Team Management
- Problem Solving
- Administrative Competence
- Interpersonal skills
- Attention to Detail
- Accountability

LANGUAGE

- English
- Tamil
- Malayalam

PROFESSIONAL PROFILE

Proactive and organized HR coordinator with hands on experience in talent acquisition, onboarding, employee records management, and training coordination. Adept at streamlining HR operations, enhancing employee satisfaction, and promoting a positive organizational culture. Strong communication and administrative skills with a foundation in business and HR education.

PROFESSIONAL EXPERIENCE

HR COORDINATOR

FEB 2024– MAY 2025

G D School, Coimbatore

- Facilitating end to end recruitment processes, from screening to onboarding.
- Maintaining accurate employee records and supporting training activities.
- Assisting in day-to-day HR and administrative operations.

CONTENT CREATOR

JUN 2022 – JAN 2024

Sathyam Yoga & Siragugal Parakkattum

- Created engaging written and visual content for digital platforms.
- Demonstrated creativity and attention to details in all projects.

EDUCATION

MBA – MASTER OF BUSINESS ADMINISTRATION

2020 – 2022

Avinashilingam Institute for Home Science and Higher Education for Women

DIPLOMA IN YOGA & NATUROPATHY

2020 – 2022

Sathyam Institute of Yoga

BBA – BUSINESS PROCESS MANAGEMENT

2017 – 2020

PSGR Krishnammal College for Women

HIGHER SECONDARY EDUCATION (HSC)

2015 – 2017

Amrita Vidyalayam

INTERNSHIPS

ARMA PRODUCTS INDIA PVT. LTD.

2 MONTHS

- Gained insight into startup operations and innovation-driven market strategy.

THE LAKSHMI MILLS CO. LTD.

1 MONTH

- Observed cross-functional department processes including HR, Finance, and IT.

ROOTS INDUSTRIES INDIA LTD.

1 MONTH

- Acquired understanding of management functions such as budgeting and staffing.