



PRIYA PURUSHOTHAMAN

WORK EXPERIENCE – 7.5 years

HR Manager **Adapt IQ, Coimbatore** **Nov 2022 – Present**

- Managing comprehensive end-to-end HR Operations across multiple regions, including the UK, NZ, and India
- Overseeing HR tool (HRMS) utilization, including L&D training plans, implementation, and coordination of internships
- Performing quality checks on all accounts, including GST, invoices, payroll, benefits, bonuses, and appraisals.
- Working on complete BGV. Handling performance reviews, awards, and benefits administration
- Managing the entire process of background verification (BGV), hiring, onboarding, and exit formalities in collaboration with the complete FSS team.
- Reporting directly to Directors and the COO while actively exploring organizational improvements in a short timeframe

VP Human Resources **Onedata software solutions,** **Coimbatore May 2016 –2022**

- In a leadership role, held responsibility for overseeing all aspects of Human Resources, encompassing compensation, benefits, recruitment, organizational development, training, HR generalist functions, and technology. Collaborated closely with the CEO and Board to formulate incentive plans.
- Budget planning and invoice processing to the client
- MOA, NDA, and other documents handing. Collaborating closely with the HR Team to strategize and execute the outsourcing plan.
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- Collaborated with legal and compliance teams to review paperwork and obtain.
- Company Branding Digital marketing /management. Online advertisement, social media, recruitment end-to-end process.
- Redesigned HR global recruiting model and strategy which improved the quality of candidates, as well as save \$2 Million in the first year of implementation.
- Began transformation of HR to a more consultative organization by upgrading talent and offering more value- added services and programs intended to align more closely to business strategy.

SUMMARY

Dedicated Human Resources professional with 7.5 years of expertise in benefits administration, recruitment, and staff training and development. Proficient in bridging the gap between labor forces and management to successfully achieve objectives. Demonstrates a driven and decisive approach with a strong commitment to building and retaining highly effective teams.

CONTACT

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ACTIVITIES AND INTERESTS

Exploring new technologies
Sports activities
Article Blog writing
Painting
Planting

- Supported market expansion initiatives while implementing process improvements to execute demand analysis and drive bottom-line growth.
- Enhanced team workflows and employee job satisfaction by coordinating
- Initiated and maintained Workers' Compensation cases for tracking, reporting, and legal mechanics.
- Implemented a new-hire program by incorporating training initiatives while resolving problems and processing related documents.
- Promoted employee buy-in of organizational objectives by conducting orientations of new team members and regular townhall meetings for established employees.
- Provided guidance on policies and procedures to harmonize responses, provided appropriate investigation actions and reach a resolution of grievances.
- Directed job fairs to bring in local talent for long-term and seasonal positions.
- Enhanced training processes by evaluating existing documentation, incorporating feedback from associates, and collaborating with legal and compliance teams.

EDUCATION

MBAHR-BHARATHIYAR UNIVERSITY • MAY 2010 | CBE, INDIA

BCOM CA- ANGAPA COLLEGE OF ARTS AND SCIENCE | CBE, INDIA

key skills and characteristics

- Succession planning
 - Personnel recruitment
 - Payroll coordination
 - Benefits and compensation management
 - Compensation and benefits
 - Equal opportunities facilitation
 - Labor negotiations
 - Health benefits
 - Salary administration
 - Performance management
 - Company policies
 - HR legal compliance
 - Recordkeeping
 - Benefits and compensation
 - Multitasking abilities