

RAMPRIYA DHARMARAJ

Coimbatore, 641001 •  9500257160 •  rampriyanavaneethakrishnan@gmail.com

Professional Summary

Results-driven Human Resources professional with **10+** years of experience in HR operations, recruitment, talent management, and benefits administration. Proven ability to bridge workforce and management gaps, drive employee engagement, and implement HR strategies that enhance organizational effectiveness. Extensive experience in corporate HR roles and independent consulting, providing strategic HR solutions for diverse industries.

Skills

- | | |
|-----------------------------|------------------------------|
| • Benefits administration | • Talent management |
| • Labor negotiations | • Training programs |
| • Payroll coordination | • Organizational Development |
| • Compensation structuring | • Recruitment strategies |
| • Compensation and benefits | • Training and mentoring |
| • Company organization | • Contract Negotiation |
| • Multitasking abilities | • Labor relations |
| • Records management | |

Psychology & Behavioural Insights

- | | |
|--|---|
| • Organizational Psychology | • Employee Motivation & Behavioral Analysis |
| • Conflict Resolution & Emotional Intelligence | • Workplace Mental Health & Well-being |
| • Psychological Assessments & Counseling | • Leadership & Team Dynamics |

Work History

Freelance HR Consultant (2022 – Present)

1. Provided end-to-end HR consulting services, including recruitment, employee relations, and compliance advisory, to small and medium-sized enterprises (SMEs).
2. Developed and implemented HR policies, job descriptions, and performance management frameworks for clients

RAMPRIYA DHARMARAJ

3. Advised companies on labor law compliance, payroll structuring, and benefits administration.
4. Led recruitment drives for various industries, ensuring optimal talent acquisition and retention strategies.
5. Managed statutory compliance, including ESI, PF, gratuity, and labor law adherence, ensuring organizations meet legal and regulatory requirements.
6. Assisted businesses in structuring employee benefits and compensation packages to enhance retention and compliance.
7. Provided guidance on workplace policies related to safety, grievance handling, and dispute resolution.

HR Generalist, 07/2021 to July 30, 2022

Petrus Technologies Pvt Ltd (Formally known as Laksmi Life Science) – Coimbatore, Tamil Nadu.

1. Understand and adhere to all pertinent labor laws.
2. Implemented and updated compensation program, rewrote job descriptions, developed salary budget, analyzed compensation monitored the performance evaluation program
3. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions. Collaborates with departmental managers to understand skills and competencies required for openings.
4. Conducts or acquires background checks and employee eligibility verifications.
5. Implements new hire orientation and employee recognition programs.
6. Promote HR programs to create an efficient and conflict-free workplace
7. Responsible for Payroll Processing, Bonus / Incentive Pay, Expense Reimbursement and Statutory related process like PF, ESI & Gratuity Procedures.
8. Managing, Supporting and improving HR related process
9. Maintain employee files and records in electronic and paper form
10. Ensure compliance with labor regulations

HR Cum Office Administrator, 08/2016 to 04/2019

Raster Images Pvt Ltd – Salem, Tamil Nadu

HR cum Office Administrator - Responsible for 70+ Employees

1. Developing and implementing HR strategies and initiatives aligned with the overall business strategy
2. Bridging management and employee relations by addressing demands, grievances or other issues.
3. Managing the recruitment and selection process
4. Support current and future business needs through the development, engagement, motivation and preservation of human capital
5. Nurture a positive working environment

RAMPRIYA DHARMARAJ

6. Assess training needs to apply and monitor training programs
7. Report to management and provide decision support through HR metrics.
8. Ensure legal compliance throughout human resource management

HR Generalist, 08/2015 to 06/2016

Pathfinder Business Analysis – Coimbatore, Tamil Nadu

HR Generalist - Responsible for 500+ Employee's Query and Attendance Management

1. Assist with all internal and external HR related matters.
2. Participate in developing organizational guidelines and procedures.
3. Recommend strategies to motivate employees.
4. Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts.
5. Investigate complaints brought forward by employees.
6. Coordinate employee development plans and performance management.
7. Perform orientations and update records of new staff.
8. Manage the organization's employee database and prepare reports.
9. Produce and submit reports on general HR activity.
10. Assist with budget monitoring and payroll.
11. Keep up-to-date with the latest HR trends and best practice.

Sr. HR Executive, 08/2012 to 06/2015

Iframe Solutions – Coimbatore, Tamil Nadu

Sr. HR Executive - Team of 3 members

1. Work with company CEO and/or Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
2. Direct all hiring and training procedures for new employees
3. Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
4. Coordinate and direct work activities for managers and employees.
5. Foster cross-functional relationships and ensures managers and employees are properly connected

RAMPRIYA DHARMARAJ

6. Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
7. Promote a positive and open work environment where employees feel comfortable speaking up about issues
8. Understand and adhere to all pertinent labour laws

Education

Master in Science (Psychology) – TNOU – Since November 2024

Master Of Business Administration: HR And Finance, 05/2015

IGNOU - Delhi

MCA: Master of Computer Application, 04/2012

VVV Vanieaperumal College For Women - Virudhunagar

BSC : Computer Science, 04/2009

EMG Yadava Women's College - Madurai

HSC: 04/2006

KMT Girls Higher Secondary School - Sattur