

SRIMITHA

HUMAN RESOURCE MANAGER

CONTACT

Ganapathy, Coimbatore - 641006
94897 21152
srimitha29896@gmail.com

EDUCATION

MBA – Technology Management
Anna University | 2019 – 2021

B.E. – Electronics and Communication
Engineering
DR. NGP Institute of Technology |
2014 – 2018

KEY SKILLS

- Talent Acquisition & Retention
- HR Operations & Compliance
- Performance Management
- Succession Planning
- Employee Engagement
- Company Policy Management
- Dispute Management
- Grievance Handling & Labor Relations
- Payroll & Attendance Management
- MS Office Suite | HRMS Tools |
Service Now | Workday

PROFILE

Strategic and results-driven Human Resources Manager with 7 years of experience driving HR initiatives in dynamic environments. Proven success in talent acquisition, employee relations, performance management, and HR operations. Adept at aligning HR strategies with business goals to optimize workforce effectiveness. Holds an MBA in Technology Management and a strong foundation in technical and administrative functions.

EXPERIENCE

REGIONAL HUMAN RESOURCE MANAGER |

VANMOH CHIT FUNDS PVT LTD | COIMBATORE | OCT 2022 – FEB 2025

- Acted as HR business partner to the Managing Director, aligning HR with company goals.
- Managed a HR team, totaled 5 full time employees.
- Oversaw HR operations across 8 branches with a workforce of 150 employees.
- Mentored HR Assistant Managers on encouraging, training and monitoring employee development, performance and retention.
- Increased employee retention rate to over 80% through engagement programs and structured onboarding.
- Leveraged expertise on labor relations, succession planning and team development.
- Managed and planned HR budget to invest in new tools and resources for the organization.
- Ensured compliance with labor laws and internal policy regulations.
- Designed and Developed custom based web application for the company, providing insights of enhanced employee database management, budget, ticketing system and reduced report generation time.
- Maintained payroll integrity and HR record systems.
- Resolved 40+ corrective action cases, improving performance of employees.

ACHIEVEMENTS

- 2024, “Loyalty Of Vanmoh”, Vanmoh Chit Funds Pvt Ltd
- 2023, “Asset of the Copmany”, Vanmoh Chit Funds Pvt Ltd
- 2018, “ Best Attendance Holder”, eClouds Energy

LANGUAGES KNOWN

Tamil – Native
English – Fluent
Hindi – Basic

INTEREST

As an HR professional, I am passionate about helping individuals realize their full potential by fostering an inclusive and growth-oriented work environment.

HUMAN RESOURCE MANAGER | N.R. RAGHURAM & CO | COIMBATORE | OCT 2020 – JUNE 2021

- Provided counsel on HR policies, employee relations, and organizational development.
- Managed full-cycle recruitment, onboarding, exit, and employee lifecycle activities.
- Coordinated with the CEO on strategic workforce planning and labor relations.
- Conducted internal investigations and resolved conflicts to ensure a healthy work environment.
- Implemented new HR policy handbook for the onboarding employees.
- Administered payroll, company benefit packages, corporate events, team building meetings and outings.

HR EXECUTIVE | ECLOUDS ENERGY | COIMBATORE | DEC 2017 – MAY 2020

- Supported HR operations including recruitment, background checks, and database management.
- Administered and processed paper work related to new hires, job candidates, employment concerns, complaints and pre – employment tests.
- Assisted in preparing HR reports and handling payroll and attendance.
- Gained foundational experience with software project teams.