

PRIYA M

HR EXECUTIVE

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CAREER SUMMARY

Enthusiastic graduate with strong communication and interpersonal skills seeking an entry-level opportunity in Human Resources. Interested in recruitment, employee engagement, and organizational development, with a commitment to learning and contributing to a positive workplace environment.

KEY SKILLS

- **Recruitment & Talent Acquisition** – Assisting in sourcing, screening, and shortlisting candidates, and coordinating interview schedules to support the hiring process.
- **Employee Communication & Coordination** – Interacting with candidates and employees effectively to ensure smooth communication between the organization and staff.
- **Onboarding & Documentation** – Supporting the onboarding process by collecting employee documents, maintaining records, and ensuring a smooth joining experience.
- **HR Data Management & Reporting** – Maintaining employee databases, updating HR records, and preparing reports using tools like Excel.
- **Interpersonal Skills & Conflict Resolution** – Demonstrating patience, active listening, and problem-solving skills to maintain a positive and professional work environment.

TOOLS & TECHNOLOGIES

- **Communication Tools (MS Teams / Email)** – Coordinating interviews, communicating with candidates, and handling professional correspondence.
- **Microsoft Office (Word, PowerPoint)** – Preparing HR documents, reports, and presentations.
- **Calendar & Scheduling Tools** – Managing interview schedules and coordinating with hiring managers.

CERTIFICATIONS

- **Effective Leadership** – hp life
- **SEO Certification** – eMarketing Institute (98%)
- **ENGL210: Technical Writing** – Saylor Academy (92%)

EDUCATION

- **B.E. Electrical and Electronics Engineering** – K. Ramakrishnan College of Technology, Trichy (2022–2026) *CGPA: 8.0*
- **HSC** – Vairams Matric Hr. Sec. School, Pudukkottai (2021–2022) – 77%