

Aadhi. N

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OBJECTIVE

Aspiring HR professional with hands-on experience in **HR Operations, Employee Engagement, Performance Management, Talent Acquisition and Recruitment**. Seeking an **HR Generalist, HR Operations, HR Recruiter or Talent Acquisition** role to contribute through effective people management and data-driven HR practices.

SKILLS

Core: Employer Branding • Recruitment Planning • HR Process Improvement • KPI & Performance Appraisal • Communication • Stakeholder Management

HR & Operations: HR Operations • HR Policies • HRIS • Employee Engagement • Performance Management • Employee Relations • Payroll & Attendance • HR Documentation • HR Analytics • MS Excel • Data Visualization

Talent Acquisition & Recruitment: End-to-End Recruitment • Candidate Sourcing • Screening • Shortlisting • Interview Coordination • Onboarding • BGV • Naukri • LinkedIn • Indeed

EDUCATIONAL QUALIFICATION

Master of Arts (Human Resource Management) 2024-2026
Bharathidasan University, Tiruchirappalli – 620 024
Specialisation: HRM
CGPA: 8.41

Bachelor of Commerce (Honours) 2020-2023
Bharathidasan University
Specialisation: Finance & Analytics
CGPA: 8.74

WORK EXPERIENCE

AgnoTalents Consulting Private Limited (Formerly True Talents Consulting) October 2023 – March 2024
HR Recruiter
Roles & Responsibilities:

- Successfully onboarded 3+ clients and 12+ candidates, managing end-to-end recruitment processes including sourcing, interview scheduling, salary negotiation, and offer issuance using platforms like LinkedIn, Naukri, and Indeed.
- Collaborated with diverse clients such as Perficient, Movate, NTT Data, and Yash Technologies, ensuring seamless candidate placements and meeting client-specific hiring requirements.

INTERNSHIPS

FrontierWox Tech Private Limited, Tiruchirappalli January 2026 – April 2026
Human Resource Intern
Roles and Responsibilities

- Supported **Recruitment Planning, Candidate Sourcing & Selection** activities.
- Assisted in **HR Policy Formulation & Implementation** and HR process documentation.
- Supported **Performance Management, Employee Engagement & HR Operations** activities.
- Assisted **Talent Acquisition, employer branding** and HR operations.

PVR INOX Ltd, Phoenix Market City, Chennai August 2025 – September 2025
Human Resource Intern
Roles and Responsibilities

- Supported **end-to-end recruitment**, sourcing, screening, shortlisting and interviewing.
- Assisted **onboarding, BGV, documentation** and HRIS data management.
- Supported **payroll, attendance, compliance** and employee record maintenance.
- Coordinated **employee engagement, induction, training** and welfare activities.

Roles and Responsibilities

- Developed **KPI-based Performance Appraisal Framework** covering 10 performance factors and Designed **career progression framework** with role-wise competencies, KPIs and promotion criteria..
- Automated **employee performance evaluation** using MS Excel with scoring and data visualization.
- Analyzed **recruitment and candidate assessment processes**, including resume screening, shortlisting and interview evaluation.

Dextrasys Technologies, Tiruchirappalli

October 2024

Roles and Responsibilities

- Analyzed **HR Policies & Employee Benefits**.
- Evaluated **Recruitment & Onboarding Practices**.
- Assessed **Employee Engagement & Retention Strategies**.
- Recommended **HR Policy & Process Improvements**.

VDart Digital Private Limited, Tiruchirappalli

July 2022

Roles and Responsibilities

- Supported **talent sourcing, screening, shortlisting** and candidate coordination.
- Assisted **interview scheduling, selection** and recruitment documentation.
- Supported **onboarding, employee records** and HR policy implementation.
- Assisted **HR operations, employee engagement** and recruitment process tracking.

Sri Bala Gyanjivi Foundations, Tiruchirappalli

July 2021

Roles and Responsibilities

- Supported **Business Development, Branding** and startup operations.
- Assisted with **MSME Udyam, GST and GeM registrations**.
- Coordinated **Corporate Branding, Website, Logo** and Letterhead development.
- Managed **Social Media Branding, Digital Presence** and promotional activities.

CERTIFICATIONS

- 🏆 Scored 'A' Grade - **TallyEssential Comprehensive** by Tally Education Private Limited
- 🏆 Certification course **Human Resource Management, ChatGPT for HR, Talent Management, Leadership & Management, Human Capital Management, People Management, HR Database Management System, HR Analytics, Performance Management, Compensation Management, and Python Fundamentals for Beginners** — Great Learning.
- 🏆 '**Python Programming Certification**' by Indian Council for Technical Research & Development (ICTRD)
- 🏆 Certification course on '**Human Resources in Digital Age**' by Reliance Foundation Skilling Academy.
- 🏆 '**POSH Certification**' by Keka Academy

AWARDS & ACHIEVEMENTS

- 🏆 **Special Prize** in WhatsApp War Event "M.A.M. B-FEST 2022", Trichy on 12th May 2022
- 🏆 Scored **90%**, in "**Global Online Quiz on ICT**" - Government Arts College, Trichy -22 held on 28th July 2020
- 🏆 **First** in DIGSCIART' 17 - St. Joan of Arc International School, Trichy- 102 held on 11th Nov 2017.
- 🏆 **Third** in the Science Fair - St. Joan of Arc International School, Trichy 102 held 2016 -17

WORKSHOPS, CONFERENCE, BOOKS & PAPER PUBLICATIONS

- 🏆 "**Beyond Compliances: HR's Quest to Create a Culture of Safety and Responsibility including ESI & PF**" Workshop conducted National Institute of People Management (NIPM), Trichy Chapter on 26.09.2025 at Breeze Residency, Trichy
- 🏆 "**Data-Driven Decision-Making for Human Resource**" Published by: Arrant HR Solutions, Trichy; FE: July 2025; ISBN: 978-81-983897-8-7
- 🏆 "**Planting for the Planet**" Workshop conducted by Department of Lifelong Learning, Bharathidasan University, Khajamalai Campus, Trichy – 23 on 21st March, 2025 at Koothappar Village, Trichy
- 🏆 "**A One-Day International Seminar on Social Networking**" Workshop conducted by PG & Research Department of Social Work, Jamal Mohammed College, Trichy with Nal Ullangal Trust and Marutha Muthu Trus, Tiruchirappalli on 26th February 2025 at Jamal Mohammed College, Trichy -23

- ⌘ **“Knowledge Management Practices through Artificial Intelligence”** Published by: Arrant HR Solutions, Trichy; First Edition: December 2024; ISBN: 978-93-341-8312-2
- ⌘ **“A Textbook on Human Resource Management with Few Case Studies”** Published by: Arrant HR Solutions, Trichy; First Edition: December 2024; ISBN: 978-93-341-7045-0
- ⌘ International Seminar - Mar 2021, “Digitalized Financial & Banking Practices Issues & Challenges” - Dept of Commerce, Periyar E.V.R. College, Trichy -23
- ⌘ National Seminar ‘*Micro, Small & Medium Enterprises in India: Issues & Challenges During Covid- 19*’ Dept of Politics, Public Administration & Department of Commerce- Alagappa University, Karaikudi-03

EXTRA CURRICULAR ACTIVITIES

MUN Delegate

- ⌘ Represented as Delegate of at the 2019- 2020 @ Trichy - India’s International Movement to Unite Nations
- ⌘ Represented as Delegate at the Indian International Model United Nations (IIMUN) Kodaikanal 2017- 18
- ⌘ Represented as Delegate at Conclave Model United Nations, *August 2020*

Karate

- ⌘ **Orange Belt** in KARATE-DO - Feb 2018 - Alan Thilak Shito Ryu Karate School International, Kerala

DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

Date:

Place: TRICHY

(AADHI.N)