

KAVIMALA.D

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☎ 8838069066

📍 Moolapalayam, Erode

🚀 TECHNICAL SKILLS

Microsoft office

HRIS (greyaHR)

Agile methodologies

Scrum framework

Kanban workflow

Jira (Atlassian)

Git & Github

❤️ INTERESTS

Reading & Learning

Innovative technologies

Participating in social activities

🛠️ ACTIVITIES

Won 1st prize on ppt topic of "International Business- Indian scenario after covid-19"

Won 2nd price on ppt topic of "Artificial Intelligence - key for business competitive advantage"

Participated on ppt topic of "Organic LED in Screen technology"

Industrial visit to Hindustan Unilever warehouse at coimbatore

🎯 OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

📁 EXPERIENCE

Jr HR Executive

Mar 2024 - Feb 2025

Carifer technologies Pvt Ltd

Hands on experience in Talent acquisition, HR policy & compliance, Attendance update and payroll.

HR Executive

Feb 2025 - Till now

Splendenslab IT Ventures Pvt Ltd

Managed end-to-end recruitment process including sourcing, screening, induction, and onboarding.

Maintained accurate employee records and updated HR databases regularly.

Handled employee queries related to attendance, leave, payroll, and HR policies.

Generated HR reports such as headcount, attendance, and hiring status.

Supported internal communication and employee engagement activities.

Drafting, implementing and compliance of HR policies and procedures.

Provided timely HR support to scrum teams, ensuring minimal disruption to sprint progress.

Collaborated with cross-functional teams in sprint planning and daily stand-ups to understand resource needs and project timelines

🎓 EDUCATION

MBA in Business Analytics & Human Resources

2024

M.P.Nachimuthu M.Jaganathan Engineering College

8.47

BE in Electrical & Electronic Engineering

Velalar College of Engineering & Technology

6.9

12th standard

Government Girls Higher Secondary school

86%

10th Standard

Bharathi Vidhyalaya Matriculation & Hr Sec School

94%



COURSES UNDERTAKEN

Business analytics & text mining using python course on NPTEL

Advanced Business decision support systems course on NPTEL

Data Analytics at ShiasH Info Solutions

Advances in Strategic HR course on NPTEL



PROJECTS

IOT based automated patient health care system

The circuit used to sense movement and condition of patients using a bed and operated using IOT communication through mobile app

Summer training report with special reference to Hatsun Agro Product

A Study on employee's training & development and performance appraisal
Ltd



PROGRAMMING SKILLS

Python

C & C++



INTERNSHIP

Hatsun Agro Products Pvt Ltd (1 month)

ShiasH Info solutions Pvt Ltd (3 months)



SOFT SKILLS

Communication

Analytical Thinking

Problem solving

Adaptability



LANGUAGE PROFICIENCY

Acquired National level certificate in SpellBee International (English)

Passed Rashrabhasha examination of Dakshina Bharat Hindi Prachar