

INDHUMATHI M

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PROFILE

To secure an entry-level position in human resources where I can utilize my educational background and internship experience to contribute to effective talent acquisition, employee engagement, and organizational development, while continuously enhancing my skills and growing with the organization.

INTERNSHIP EXPERIENCE

HUMAN RESOURCES INTERN | FASTA PIZZA PRIVATE LIMITED | PERUNGUDI | CHENNAI JANUARY 2025 – APRIL 2025

- ✧ Assisted in HR administrative tasks, including employee onboarding and record management. Supported payroll processing and attendance tracking. Coordinated communication between departments to enhance workflow efficiency. Helped organize employee engagement activities. Maintained confidentiality of sensitive employee information.
- ✧ Coordinated employee onboarding and offboarding procedures. Assisted in drafting HR policies and internal communications. Organized training sessions and maintained training records. Handled employee queries and provided HR-related support.
- ✧ Assisted in compliance audits and ensured accurate documentation. Monitored HR metrics and prepared reports for management review. Participated in employee grievance handling and conflict resolution. Supported employee wellness and engagement programs. Maintained HR filing systems for efficient document retrieval. Assisted in implementing HR software and process automation.

HUMAN RESOURCES INTERN | THALAPPAKATTI HOTELS PVT LTD | CHENNAI | JUNE 2024 – JULY 2024

- ✧ Conducted **document verification for newly joined employees**, ensuring compliance with organizational policies and streamlining the onboarding process. Contributed to developing and optimizing **HR Standard Operating Procedures (SOPs)**, enhancing operational efficiency in the HR department. Assisted in **employee data management** and maintained confidentiality while handling sensitive HR records.
- ✧ Managed employee records by **updating personal information**, employment history, and other relevant data in the HR management system. Ensured data accuracy and consistency, supporting the HR team in **maintaining up-to-date employee information** for effective decision-making.

EDUCATION

MBA – Human Resource and Finance | SAVEETHA ENGINEERING COLLEGE | JUNE 2025

B.SC., MATHEMATICS | MARUDHAR KESARI JAIN COLLEGE, VANIYAMBADI | JUNE 2021

12TH | DEWAN MOHAMMED MATRIC HR SEC SCHOOL | MARCH 2018

SKILLS

- Ms. Office (Excel, Word, PowerPoint).
- Basic knowledge of Power BI.
- HR Administration.
- Sourcing candidate & onboarding.
- Knowledge of the hiring process.
- Manpower handling.
- Event management.
- Employee records management.

ABILITIES

- Team collaboration
- Adaptability
- Confidentiality & Integrity
- Learning Attitude
- Leadership

PROJECTS

A Study on human Resource Management and Employee Recruitment process at Thalappakatti Hotels Pvt Ltd”

The study highlights that effective HR management and a structured recruitment process are key to Thalappakatti Hotels' operational success. The company's focus on hiring the right talent, providing proper training, and maintaining employee satisfaction contributes to better performance and reduced turnover. Enhancing recruitment strategies and employee engagement practices can further strengthen their HR efficiency and overall growth.

A Study on the role of employer branding in attracting and retaining top talents in fasta pizza private limited

Employer branding significantly impacts the attraction and retention of top talent at Fasta Pizza Pvt. Ltd. A strong employer image, positive work culture, and clear growth opportunities make the company more appealing to potential and existing employees. Strengthening these branding efforts can lead to better recruitment outcomes and higher employee retention.

ADDITIONAL CERTIFICATION

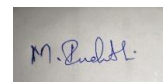
- Completed advance computer of Automation courses in MS Office, Advance Excel Grade-A+ ○ Completed Tally Prime in GST, Taxes Grade – A+ ○ Completed Type writing in English, Distinction. ○ Human resource Management – NPTEL

CONFERENCE

Attended SyncHRonize 24, a student conference organized by the NHRD Chennai Chapter at Hotel Savera, Chennai.

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief.



SIGNATURE