



vincyjeniffer99@gmail.com



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Chennai 600071

EDUCATION

MBA, HR And Business Analytics
S.A Engineering College,
June 2024
GPA: 8.33

B.E, ECE
DMI College of Engineering,
May 2020
GPA: 6.77

HSLC
**Don Bosco Matriculation
Higher Secondary School,**
May 2016

SSLC
**St. Mary's Matric Higher
Secondary School,**
May 2014

VINCY JENIFFER Y.J

PROFESSIONAL SUMMARY

MBA graduate in HR & Business Analytics with hands-on experience in recruitment, employee engagement, and HR analytics through internships at CVRDE-Avadi and Shine Infotech Solutions. Skilled in Power BI, HRIS tools, and data-driven decision-making to optimize workforce performance. Recognized for analytical thinking, adaptability, and excellent communication skills, with the ability to thrive under pressure and deliver results.

SKILLS

- Analytical Thinking
- Organizational Skills
- Calm Under Pressure
- Time Management
- HR Analytics
- Proficient in MS-Office
- Excellent Communication
- Recruitment Cycle
- Basics of Power Bi

INTERNSHIP

Shine Infotech Solution – HR Intern

- Supported HR team in onboarding process, contributing to a 15% improvement in new employee retention.
- Posted job openings, screened 50+ resumes weekly, and scheduled interviews to reduce hiring cycle time.
- Assisted in organizing 3 company engagement events, enhancing team morale and collaboration.

CVRDE-Avadi - Intern

- Assisted in performance appraisal tracking and HR deployment activities.
- Monitored and documented project progress to ensure on-time delivery.
- Identified project scope, constraints, and deadlines to support HR planning.

CERTIFICATIONS

- Business Analytics with the concept of Power BI.
- Human Resource Analytics.
- Data Analytics using Power Bi.