

# Surendhar N

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## 👤 PROFILE

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I am proactive, with strong communication and analytical skills, and aim to contribute to an organization's success while gaining valuable industry experience. My academic background has provided me with a strong foundation in business management, strategic marketing, and effective HR practices. I seek opportunities to learn, stay updated on industry trends, and collaborate with experienced professionals to enhance my expertise.

## 🎓 EDUCATION

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**Master of Business Administration in Human Resources and Marketing** 06/2023 – 05/2025  
**SRM University** Chennai

**Bachelor of Engineering in Agriculture** 08/2018 – 10/2022  
**Saveetha Institute of Medical and Technical Sciences** Chennai

## 🧠 SKILLS

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- Microsoft Office
- Recruitment & Selection
- Documentation
- HR Data and Analytics
- Tally
- Performance Management
- Human Resources Information System (HRIS)
- PowerBi

## 📁 PROJECTS

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**Analyzing HR Data and Creating Dashboards using Power BI** 07/2025

Obtained business insights and analyzed HR data by cleaning and transforming datasets with Power Query and creating calculated columns. Developed key HR metrics (headcount, avg. salary, leave balance) using Power Pivot and advanced DAX functions. Designed an interactive monthly HR dashboard in Power BI with customized visuals and insights on salary vs. education, cumulative trends, and top/bottom performers.

**Skills used: Power BI, Power Query, DAX**

**Power BI HR Dashboard for Comprehensive Employee Data Analysis and Actionable Workforce Insights** 08/2025

Built an interactive HR dashboard in Power BI to analyze workforce data and provide actionable insights for decision-making. Conducted headcount analysis across business units, departments, job titles, gender, and age groups. Implemented slicers for dynamic filtering by department, country, and employee full name to enhance user-driven exploration. Integrated a data refresh tracker to display last update timestamp, ensuring real-time accuracy and reliability.

**Skills used: Power BI, DAX, Data Visualization**

## HR Data Analytics Dashboard using Power BI & Power Query

09/2025

Transformed messy and unstructured HR data from CSV files using Power Query by cleaning, shaping, and standardizing datasets for accuracy. Loaded the refined data into Power BI to build a comprehensive HR dashboard with interactive reports and visualizations. Enabled actionable workforce insights through streamlined data preparation and effective reporting.

**Skills used: Power Query, Power BI, Data Analysis & Visualization**

## INTERNSHIPS

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### HR Intern at SRM Medical College Hospital & Research Centre

04/2025 – 05/2025

Chennai

Assisted with the HR team in recruitment processes by candidate sourcing, screening resumes, scheduling interviews. Supported employees documentation in the correct sequence order and updated employee details in the MIS data file using Excel. Helped to prepare HR reports and presentations for monthly reviews.

### Marketing Intern at Aavin

06/2024 – 07/2024

Vellore

Involved in marketing operations and worked closely with the invoicing and procurement processes. Efficiently updated product and purchase records in Zoho Inventory by processing invoice bills, ensuring accuracy and streamlined inventory management. Gained hands-on exposure to inventory tracking, billing accuracy.

## COURSES

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### HR Analytics using Power BI, Python and MySQL (Pursuing)

Vellore

#### RedBack IT Academy

Currently pursuing HR Analytics with expertise development in Power BI, Python, and MySQL to analyze HR data and create interactive dashboards. Acquiring hands-on experience in HR data visualization using Power BI and predictive modeling with Python. Strengthening proficiency in MySQL for HR database management, data queries, and workforce insights.

## CERTIFICATES

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- Certificate in course of study offered by Simplilearn in “Introduction to Tableau”,2024
- Certificate in course of study offered by TCS in TCS ion Online Course named “Communication Skills”,2024
- Certificate in course of study offered by CSC Institute Vellore in “Tally”,2023

## DECLARATION

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I hereby declare that all the information furnished above are true to the best of my belief and knowledge

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**Surendhar N**  
Chennai