



VISHAL M E

Motivated MBA student specializing in Human Resources, seeking an HR Executive or Generalist role to contribute to talent acquisition, onboarding, and employee engagement initiatives. Skilled in HR operations, policy implementation, and HRMS tools (Zoho People, Zoho Recruit) with strong communication, coordination, and analytical abilities. Committed to driving efficient recruitment processes and fostering a positive, compliant workplace culture.

9940489956

m.e.vishal.srm@gmail.com

Chennai, India

www.linkedin.com/in/vishal230

INTERNSHIP EXPERIENCE

Vividobots Pvt. Ltd.

AUG – NOV 2025

HR Generalist Intern

- Managed recruitment for Digital Marketing and Web Development roles, handled onboarding and L&D sessions, and optimized HR operations using Zoho People and Zoho Recruit.
- Developed HR policies (POSH, Maternity Leave, Compensation & Benefits) and standardized documentation such as NDAs, offer letters, and joining forms to ensure compliance.

Boston Business Solutions Pvt. Ltd.

MAY - JUNE 2025

HR Recruiter Intern

- Screened 500+ candidates, managed recruitment records, Excel trackers, and shared reports. Sourced talent from LinkedIn, Telegram, Indeed, and Job Hai, and coordinated 50+ interviews.

Incrasoft Pvt. Ltd.

MAY - JUNE 2023

UI UX Intern

- Supported employer branding through market and competitor research; designed 50+ Figma wireframes to enhance careers page UX and internal communication assets.

CERTIFICATIONS

Management Communications Online Course – Harvard Business Publishing, Mar 2025

Modules: Presenting in Business, Planning Communication, Writing in Business

UX/UI Design from Scratch – Designerrs Academy, Oct 2023

Applied design thinking to enhance employee experience and HR communication.

PROJECTS

Automatic Transformer Breather

Developed an automated transformer breather using Arduino and humidity sensors; programmed controller to optimize silica gel maintenance, reducing manual effort and enhancing system efficiency.

EDUCATION

2024-2026

SRM Easwari engineering college

- Master of Business Management - CGPA: 7.84

2020-2023

SRM Easwari engineering college

- Electrical and Electronics Engineering - CGPA: 8.3

SKILLS

- Recruitment & Onboarding
- Talent Acquisition
- Employee Engagement
- HR Operations & Policy Development
- Learning & Development
- Communication & Negotiation

TECHNICAL TOOLS

- Zoho People & Zoho Recruit
- Naukri, LinkedIn, Indeed
- Google Workspace (Docs, Sheets, Slides)
- Microsoft Excel & PowerPoint, Canva

LEADERSHIP & ACTIVITIES

Vice President – CII IWN Club

Organized STEM events advancing women's leadership and innovation.