



S.DHARSHINI

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Objective

Enthusiastic HR Executive with 6 months of experience in recruitment, onboarding, attendance management, and employee support. Looking for an opportunity to apply my skills and contribute to an organization's HR operations.

Experience

- Fitness one group indian limited** June 2025 - December 2025
HR Executive
Managed end-to-end recruitment and onboarding processes. Handled employee relations and resolved employee grievances. Ensured HR compliance and maintained accurate documentation.
Managed attendance, leave records, and supported overall HR operations.
Coordinated recruitment activities, including screening and scheduling interviews.

Education

- Loyola institute of technology** 2023-2025
MBA (HR & Finance)
8.20
- Dr.MGR janaki college of arts and sciences for women** 2020-2023
B.com (Corporate secretaryship)
85%
- Sri Sankara vidyalaya kendra matriculation higher secondary school** 2019-2020
HSC
75%
- Sri Sankara vidyalaya kendra matriculation higher secondary school** 2017-2018
SSLC
65%

Skills

- Recruitment & onboarding
- Attendance management
- Document & Data handling
- Communication & Coordination
- Payroll support
- Ms word & Ms Excel

Projects

- ITC limited (B.com -Project)**
A clear report on the Performance Analysis for last 3 years, including financial statements. Ratios, comparative statements, trend analysis, are the tools used to achieve my project.
- Ashok Leyland Ltd (MBA-mini project)**
A clear report on working capital management of the company for last 3 years including financial tools and data analysis related.
- KOKA software technology private limited MBA Main project**
HR Generalist | Recruitment, Talent Management & Employee Relations Expert

Publications

- **Working capital management**

This journal examines the effectiveness of working capital management strategies in optimizing liquidity and profitability. It analyzes the relationship between working capital components and firm performance, identifying areas for improvement. The study provides recommendations for enhancing working capital management practices to achieve sustainable growth.

Activities

- Rotaract club participants engage in community service projects, leadership development, and professional networking. They organize events, fundraisers, and volunteer activities focused on issues like education, healthcare, and environmental sustainability.

Languages

- English
- Tamil

Additional Information

Technical course

1. six sigma yellow belt and green belt completed
2. HRM course in MSME
3. Diploma in computer application successfully completed.
4. Introduction to E - Commerce listing successfully completed online course.
5. Youtube and video Marketing successfully completed online course.
6. Facebook marketing successful completed online completed online course.
7. Basic of Snapchat successfully completed online course.

Declaration

- I declare that the information provided in this resume is true and accurate.