**PRIYADHARSHINI**

**Email:** [**priyadharshini.388210@2freemail.com**](mailto:priyadharshini.388210@2freemail.com)

**HUMAN RESOURCE ADMINISTRATOR & MARKETING COORDINATOR**

As a Human Resource Administrator proven progressive experience and ability in on bording process, Health and safety, people Management & Payroll Management. Maintained cordial relationship with employee and simultaneous get the work done. Enhanced marketing experience led me to mastery in negotiation, time management, Multitasking, Strengthen communication and understand consumer needs.

**CORE COMPETENCIES**

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| --- | --- | --- |
| * Presentation& Reporting | * Training and Development | * Client relationship |
| * Strategic Planning | * Employee Satisfaction | * Verbal and Written Skill |
| * HRIS and Payroll | * Compensation & Benefits | * Consumer Behaviour |
| * Recruiting and Staffing | * Change Management | * Interpersonal Skills |

**PROFESSIONAL EXPERIENCE & ACHEIVMENTS**

**Coimbatore Plumbing Company Pvt Ltd, Coimbatore, INDIA**  **(December 2015- June 2018)**

**Human Resource Administrator**

**DAY TO DAY ACTIVITES:**

Maintained human resources records by recording new hires (Employee & Labour) transfers, terminations,

Changes in job classifications, merit increases; tracking vacation, sick, and personal time. Providing

orientation information packets; reviewing company policies; gathering withholding and other payroll

Information; explaining and obtaining signatures for benefit programs from new employees.

Documenting human resources actions by completing forms, reports, logs, and records. Organizing Monthly

Review meeting with Employees and Recording the issues .Scheduling mails related to projects, quotations

and Managing Director(MD) meetings are followed with concern department**.**

**KEY CONTRIBUTIONS:**

* Streamlined Inter- departmental process which enhanced Productivity.
* Enhanced hierarchy which helped individual employee to work without barriers using reporting

system.

* Developed and Implemented weekly progress report to identify improvement.
* Team development programs once in three months which involves group activity helped to

reduce internal conflict.

* Designed and achieved reward and recognitions to encourage employee.
* Execute work life balance and instrumental in deploying several safety measures and

decreased safety related incidents.

**Genn Controls India Private Limited, Coimbatore, INDIA** **(September 2010 – January 2014)**

**Marketing Coordinator**

Collected market and customer information and provide feedback on buying trends, represent organization

at trade exhibitions, events and demonstrations, Identify new markets and business opportunities.

Collaborated marketing and service for business, other assistance regarding closing deal, giving final pricing,

negotiation and customer relationship. Responsible for order intake to transportation and delivery of goods.

Maintaining ISO documents, records, contact database, corporate files and business plans.

**KEY CONTRIBUTIONS:**

* Slashed organization expenses by 30% through dealership in different states and increased

sales 2 million in 2012 .

* Developed new machines with Research and development team by understanding the

consumer needs.

* Served as the “face” of Organization through participating in Trade shows and all other

events.

* Processed financial help for customer with Insurance companies and providing quotation and

helping sales person with Negotiation terms.

* Implemented service unit installation in 3 major places in India.

**INTERNSHIP PROGRAM**

Kaunas University of Technologies, Lithuania, EU

**International Student Coordinator**

* Onboard for supporting International students with arrival procedure, Documentation, and

giving them campus tour and assisting to settle down.

* Organized Events for Fresher’s orientation program with 10 days activity

(i.e., movie night, International dinner Night, cultural dress up day etc.,)

* Coordinating the colleagues with students’ class schedules.

**EDUCATION & TECHNICAL PROFICIENCIES**

**Masters in Strategic Leadership (2015)**

KAUNAS UNIVERSITY OF TEHNOLOGIES, Lithuania, EUROPE

**Bachelor of Commerce with Computer Application (BCOM .CA), (2008)**

Sri GVG Visalakshi College for Women BHARATHIAR UNIVERSITY, Coimbatore, INDIA

**Diploma in Aviation, Hospitality & Travel Management, (2009)**

FRANKFINN INSTITUTE OF AIR HOSTESS TRAINING, Coimbatore, INDIA.