

VIGNESH V

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Summary

Motivated and process-driven **HR Graduate** with a well-rounded foundation in core HR functions including **recruitment, onboarding, payroll support, leave administration, and compliance**. Experienced in handling **employee queries, maintaining HR records, and supporting performance management cycles**. Skilled in using **HRMS platforms and Excel** to ensure accurate and timely HR operations. Committed to fostering a positive work environment while aligning **HR practices** with organizational goals.

Skills

- Recruitment / TA
- Employee Onboarding / Induction
- Communication & Interpersonal Skills
- Grievance Handling & Exit Interviews
- Attendance, Leave & Time Management
- PMS / LMS
- Payroll / Statutory Compliance
- Employee Engagement
- Problem Solving & L&D Coordination
- Advanced MS Excel
- HR Documentation
- HR Reporting / KPI Analysis

Experience

ALLDIGI TECH

Mar 2025 - May 2025

HR INTERN

Chennai, Tamil Nadu

- Administered **full-cycle leave management** including **balance tracking, approval coordination, and LOP entries** in **HRMS**.
- Maintained and updated **attendance, leave, and tax-related records** for accurate and timely **payroll processing**.
- Verified investment declarations (**Sections 80C & 80D**) for eligible **tax exemptions, supporting payroll compliance**.
- Supported **HR data migration** during HRMS updates by cleaning, validating, and organizing **employee master data, ensuring smooth transition with minimal errors**.
- Facilitated the **performance appraisal cycle** by distributing forms, monitoring feedback, and maintaining accurate performance records, meeting defined **SLA deadlines**.
- Addressed **employee queries** related to **salary slips, PF, ESI, TDS, and leave policies** via HR helpdesk, improving response efficiency.

PAIX SERVICES

Dec 2024 - Feb 2025

HR INTERN

Chennai, Tamil Nadu

- Coordinated with hiring managers to understand **job requirements**, including skills and experience levels, and sourced resumes through platforms like **Naukri and LinkedIn**.
- Conducted telephonic **screenings, scheduled interviews** via Outlook, collected panel **feedback**, and supported the **end-to-end recruitment process**.
- Delivered **induction and onboarding sessions** for new hires across departments, ensuring smooth integration with teams and **compliance** with company policies.
- Assisted in organizing **training & development** programs, maintained **training trackers**, follow-up emails & participation logs using **Excel**.
- Supported **HR policy** communication and implementation during onboarding and **employee engagement** activities.
- Tracked **attendance & leave data** using **HRMS** and resolved **employee queries** related to attendance, leave policies & working hours.

Projects

MBA PROJECT | *Employer Branding & Its Impact on Talent Acquisition and Retention – Alldigi Tech*

April 2025

- Designed and implemented a research survey to assess **branding influence** on **hiring outcomes**.
- Analyzed **primary data** using **SPSS** to identify patterns between **employer perception** and **retention metrics**.
- Recommended **data-driven HR branding strategies** to attract quality talent and minimize attrition.
- Presented results through **dashboards** and **comparative charts** for management review.

Certifications

- *MS Excel*
- *Certified Compensation & Payroll Management*

Education

University Of Madars, Chennai

2023 – 2025

Master of Business Administration (MBA) – Human Resources & Finance

7.2 CGPA

Thiagarajar College, Madurai

2019 – 2022

B.Sc. Computer Science

9.2 CGPA