

BALAJIN U

HR Assistant | Talent Acquisition & Employee Engagement

✉ balajinagendran007@gmail.com

☎ 9344472708

📍 Dindigul

EDUCATION

BBA(General)

Loyola College, Chennai, Tamil Nadu

06/2020 – 06/2023

SKILLS

- HR Management
- Project Management
- Interpersonal Skills and Leadership
- Excel and presentation
- Data entry and Analytical
- Team coordination
- Event coordination
- Multitasking and Reporting
- Payroll and Employee relation

CERTIFICATIONS

Stenographer

Excel skill for business

Talent Acquisition and Recruitment

LANGUAGES

Tamil

Native or Bilingual Proficiency

English

Professional Proficiency

PROFILE

Results-oriented HR Assistant with 2 years of experience in the garment export industry, supporting recruitment, employee relations, attendance management, and payroll coordination. Strong knowledge of HR operations, compliance, and documentation with proven ability to handle day-to-day HR functions and enhance employee engagement.

WORK EXPERIENCE

HR Assistant (A-TEX Home collection export house)

2023 – 2025 | KARUR

- Assisted in screening resumes and scheduling interviews.
- Maintained employee records and attendance reports.
- Supported onboarding and induction programs for new employees.
- Coordinated training sessions and prepared training calendars.
- Helped design skill development initiatives for production and quality control teams.
- Coordinated office celebrations for major festivals (Diwali, Christmas, Eid) to enhance engagement.
- Managed event logistics including decorations, food, activities, and vendor coordination.
- Collaborated with teams to execute cultural programs and team-building events.

Reference: Ram Karunanithi | +91-9894014000

ACADEMIC PROJECTS

Employee Satisfaction Survey – Garment Industry

- Designed and executed a survey with 1000+ participants.
- Analyzed HR practices, employee engagement, and retention strategies.
- Recommended initiatives to improve employee satisfaction.
- Assisted HR team in implementing small-scale engagement activities based on survey results.

Employee Engagement & Training

- Designed and conducted a workplace concern survey to assess employee needs and expectations.
- Assisted HR team in planning and delivering training sessions on workplace safety, skill development, and compliance awareness.
- Drafted HR policies for leave management, grievance handling, and employee discipline.
- Coordinated induction and refresher training programs to ensure smooth knowledge transfer.
- Supported organization of team-building workshops to enhance collaboration and morale.
- Helped in preparing training calendars and maintaining training attendance records.
- Presented findings with actionable recommendations to improve retention, motivation, and workplace culture.