PRABURAM.S

HR & Business Analyst Fresher | MBA HR & Systems | Gold Medalist

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Professional Summary

MBA graduate specializing in Human Resources and Systems with internship experience in recruitment support, onboarding coordination, HR documentation, and employee engagement. Awarded a Gold Medal in Mechanical Engineering for academic excellence, demonstrating strong analytical skills and consistency. Served as a Student Representative in both UG and PG, strengthening communication and leadership abilities. Active content creator with 3,000+ LinkedIn followers and engaged digital communities on WhatsApp and Telegram. Seeking an entry-level HR or Business Analyst role to apply analytical thinking, people skills, and system-level understanding.

Skills

HR Skills
- Recruitment Support
- Screening & Shortlisting
- Interview Scheduling
- Onboarding Coordination
- HR Documentation
- Employee Engagement Support
- Basic HR Analytics
- Employee Data Management

Technical & Tools
- MS Excel
- MS Word, PowerPoint
- Google Sheets
- Email & Professional Communication
- Basic ERP

Business Analyst & Systems Skills
- Requirement Gathering (Basic)
- Process Flow Understanding
- Workflow Documentation
- Data Interpretation
- Report Preparation
- Problem-Solving & Logical Thinking
- SPSS for Data Analysis

Soft Skills
- Communication
- Leadership
- Team Coordination
- Analytical Thinking
- Adaptability
- Time Management

Internship Experience

HR Intern – HR & Systems, *Diamond Engineering Pvt. Ltd., Chennai*   07/2024 – 08/2024
Chennai
- Assisted in recruitment processes including candidate screening, shortlisting, and interview scheduling.
- Supported onboarding activities and employee joining documentation.
- Maintained employee records and prepared basic HR reports.
- Helped coordinate employee engagement activities and internal communications.
- Gained hands-on exposure to HR documentation, policy understanding, and data-driven decision-making.

Education

Master of Business Administration (MBA) - HR and Systems(Business Analyst Focus),

2023 – 2025
Tiruchirappalli

University College of Engineering, Anna University, (BIT CAMPUS) Tiruchirappalli
- CGPA: 8.4
- Specialized in Human Resources, Systems, and Business Analysis
- Coursework: HR Analytics, Organizational Behavior, Talent Acquisition, Enterprise Systems
- Student Representative (PG) – acted as bridge between students and faculty
- Completed project on *Employee Recognition and Productivity* (Survey: 224 employees)
- Attended workshops on SAP HR, employee engagement & HR digital tools

Bachelor of Engineering (B.E.) - Mechanical Engineering (Gold Medalist),

2019 – 2023
Tiruchirappalli

University College of Engineering, Anna University, (BIT CAMPUS) Tiruchirappalli
- CGPA: 8.5
- Gold Medalist & University Rank Holder
- Department Topper (All semesters)
- Student Representative (UG) – coordinated communication between students & staff
- Final Project: Investigation of piston wear using nickel coating
- Mini Project: Specific heat measuring device

Higher Secondary Certificate (HSC) - Tamil Nadu State Board,

2019
Kattur Tiruchirappalli

St. Little Flower Matric Hr. Sec. School, Kattur Tiruchirappalli
- Percentage: 74%
- Biology Group (Physics, Chemistry, Mathematics, Biology)
- Participated in school academic activities and competitions

Secondary School Leaving Certificate (SSLC) - Tamil Nadu State Board,

2017
Kattur Tiruchirappalli

St. Little Flower Matric Hr. Sec. School, Kattur Tiruchirappalli
- Percentage: 95.2%
- Distinction with strong academic performance
- Participated in quiz competitions and Olympiads
- Demonstrated consistency, discipline, and a high level of academic dedication

Project

Employee Recognition and Productivity,

01/2025 – 04/2025

MBA Final Project – LNV Technology Pvt. Ltd.
- Assessed the impact of recognition and reward systems on employee motivation and productivity.
- Conducted a survey among 224 employees to gather quantitative insights.
- Performed correlation and regression analysis using SPSS to identify productivity drivers.
- Found that verbal appreciation and performance incentives significantly improved productivity.
- Provided data-driven recommendations to enhance employee engagement and retention strategies.

Investigation of Piston Wear Using Nickel Coating,
B.E. Final Year Project – Anna University (BIT Campus)

- Investigated the effect of nickel coating on piston wear using a petrol engine setup.
- Conducted experiments under varying load, compression ratios, and injection pressures.
- Observed increased brake thermal efficiency in nickel-coated pistons.
- Concluded that nickel coating improves piston durability and engine performance.

Design and Fabrication of a Specific Heat Measuring Device,
Mini Project – Anna University (BIT Campus)

- Designed and built a device to measure the specific heat capacity of materials.
- Applied concepts of thermal systems and experimental measurements.
- Demonstrated accuracy in evaluating thermal properties for academic and industrial applications.

Certificates

TCS National Qualifier Test (NQT) – Cognitive Assessmen
Achieved a Cognitive Score of 67.91% in TCS NQT 2023, covering problem-solving, verbal ability, numerical ability, and reasoning.

Digital Marketing Workshop – Skill Intern
Gained exposure to SEO fundamentals, social media marketing, content strategy, and digital campaign basics.

Artificial Intelligence for Real-World Application – TCS iON
Completed workshop on applied AI concepts, machine learning fundamentals, and real-world AI use cases

SPSS for Data Analysis (Project-Based Application)
Used SPSS for correlation and regression analysis during MBA final project based on survey data from 224 employees.

Awards

Gold Medalist - B.E. Mechanical Engineering
Received the Gold Medal for securing the highest academic score among all Mechanical Engineering students under Anna University. Recognized for exceptional academic consistency and top performance in university examinations.

Department Topper Award
Honored as the top-ranking student in the department across all semesters, demonstrating outstanding academic achievement and subject proficiency.

Good Attendance Award
Recognized for maintaining over 95% attendance throughout the undergraduate program, reflecting strong dedication, discipline, and commitment to academic excellence.

Student Representative – UG & PG
Served as the student representative for both undergraduate and postgraduate programs, acting as a bridge between students and faculty and supporting academic coordination.

Leadership & Activities

Student Representative – UG & PG,
University College of Engineering, Anna University, (BIT CAMPUS), Tiruchirappalli
- Served as Student Representative for both undergraduate and postgraduate programs.
- Acted as a communication bridge between students and faculty, ensuring smooth coordination.
- Assisted in organizing academic meetings, events, and student activities.
- Helped communicate updates, resolve student issues, and gather feedback for the department.
- Demonstrated strong leadership, teamwork, and communication skills.

Content Creation & Digital Engagement

Content Creator & Community Manager, *LinkedIn, WhatsApp Channel & Telegram Channel*
- Active content creator publishing posts on LinkedIn, blogs, and online platforms.
- Built a strong digital presence with 3,000+ LinkedIn followers, sharing career and HR-related insights.
- Manage a WhatsApp channel with 800+ members and a Telegram channel with 200+ followers.
- Create and share job updates, learning content, and motivational posts consistently.
- Skilled in audience engagement, content writing, consistency, and community management.

Languages

Tamil
Native; proficient in reading, writing, and speaking

English
Proficient in reading, writing, and speaking

Additional Information

- Immediate joiner
- Willing to relocate for suitable opportunities
- Interested in HR, Talent Acquisition, HR Analytics, and Business Analyst roles
- Strong digital presence with active content creation on LinkedIn
- Open to hybrid and onsite work models
- Strong interest in people management and process improvement