

PRAVEEN SAKTHIVEL

OBJECTIVE

A position in a dynamic organization where my competencies in management, finance, communication, initiative taking and multi-tasking ability, organizational skills and the extensive industry exposure and experience I have gained thus far, can be instrumental in the continued growth of my knowledge getting exposure from your organization from your guidance and with a personal note of where I have always wondered how the management of any organization works which requires a high command of management abilities.

PROFESSIONAL EXPERIENCE

HR MANAGER | THE INDIAN PUBLIC SCHOOL (MADURAI)| 09 NOVEMBER 2023 – Till Date

General Duties

- To take a proactive role in the strategic management of staffing and HR needs at the organization.
- To perform and ensure the overall HR operations of TIPS School Campuses in Madurai, Tiruppur and Karur.
- Closely work with the academic coordinators and department heads to ensure hassle free operations.
- Ensure the end to end HR activities as per set standard by the management.
- To assist in the performance management process for teaching and support staff.
- Promote wellbeing initiatives.
- To ensure HR practices are in places with respect to multiple campuses.

Specific duties

- To work with the Senior Leadership Team to ensure that staffing levels are sufficient to deliver the curriculum of the school in an efficient and effective way.
- Take interviews for various positions from Entry level to Senior Level.
- To lead and manage the recruitment activities.
- To lead and manage the interview process and ensuring effective communication with candidates throughout the interview process.
- Lead and manage the induction process for all new staff.
- Report on regular basis with the Corporate HR Manager and AGM – HR of the groups.
- Maintain proper records and reports.
- Ensure all staffing appointments and conditions of service are communicated. Effectively to the staff.
- Generate data required to process payroll.
- Assist with the co-ordination of staff training needs following performance management interviews (both teaching and support staff).
- Regularly Ensure training provided, as necessary.
- Provide training to new hires handling HR portfolio (as applicable).

HR EXECUTIVE | THE INDIAN PUBLIC SCHOOL (MAIN CAMPUS, COIMBATORE)| JULY, 08 2020 – November 08, 2023

General Duties

- To take a proactive role in the strategic management of staffing at the organization.
- To perform overall HR activities.
- Ensure the recruitment activities are done as expected.
- To assist in the performance management process for teaching and support staff.
- Promote wellbeing initiatives.
- Attend Recruitment training, as necessary.
- To ensure HR practices are in places with respect to multiple campuses.

Specific duties

- To work with the Senior Leadership Team to ensure that staffing levels are sufficient to deliver the curriculum of the school in an efficient and effective way.
- Take interviews for various positions from Entry level to Senior Level.
- To lead and manage the recruitment activities.
- To sit on the interview panel as and when required.
- To lead and manage the interview process and ensuring effective communication with candidates throughout the interview process.
- Lead and manage the induction process for all new staff.
- Report on regular basis with the Corporate HR Manager and AGM – HR of the groups.
- Maintain proper records and reports.
- Ensure all staffing appointments and conditions of service are communicated. Effectively to the staff.
- Generate data required to process payroll.
- Assist with the co-ordination of staff training needs following performance management interviews (both teaching and support staff).
- Regularly Ensure training provided, as necessary.

HR INTERN | THE INDIAN PUBLIC SCHOOL, COIMBATORE (TIPS SCHOOLS) JANUARY 09, 2020 -JULY 06, 2020.

- Being in education sector gives out a different experience and working with a reputed institution like TIPS providing world class education which requires highly potential teachers comes in the role of HR. As a HR intern I had a great experience and exposed to various HR activities. I did research in HR employee retention and helped the management to know the factors influencing staff attrition.

HR INTERN | LARSEN AND TOUBRO, COIMBATORE (COMMONLY KNOWN AS L&T LIMITED IS AN INDIAN MULTINATIONAL CONGLOMERATE) JUNE 10, 2019- JULY 10, 2019.

- Worked as a HR intern, had a great opportunity working with a high profile organization like L&T which requires the need of human resource to a great extent. Involved in various HR activities and worked with the HR department in the process of recruitment of candidates under National Apprenticeship Training Scheme (NATS).

MARKETING INTERN | APOLLO HOSPITALS, CHENNAI (INDIA'S LEADING SUPER SPECIALITY HOSPITAL) JUNE 01, 2018-JUNE 30, 2018.

- Worked as Marketing intern had an opportunity to explore the health sector . I had a good takeaway from performing tasks assigned by the Marketing department there were platforms assigned for me to perform tasks and have good learning outcomes in terms of service marketing. I visited clinics towards lead generation and referral marketing. Worked on a research and submitted a detailed report with competitor analysis towards once point of business.

MARKETING INTERN | NIMBLE WIRELESS, CHENNAI (IOT DEVICE MANUFACTURING)| JULY 03, 2017-JULY 30, 2017.

- Working along the marketing team, learnt about the working of a Marketing department in a startup company. Gained lot of knowledge about the use and applications of various marketing techniques with the help of social media and learnt about the marketing research techniques.

HR INTERN | BHEL (ELECTRONIC DIVISION, BANGALORE)| JULY 01 , 2016 – JULY 15, 2016.

- As a HR intern, learnt about the working of a HR department. Besides that learned about the product profile, organizational structure, organization culture and the business operations of the particular unit.

EDUCATIONAL QUALIFICATION

POST GRADUATE

- **MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE MANAGEMENT AND MARKETING) |** AUGUST 2018- APRIL 2020| TIPS SCHOOL OF MANAGEMENT, COIMBATORE (AFFLIATED TO ANNA UNIVERSITY CHENNAI). **Percentage: 75%**

- **MASTER OF INTERNATIONAL FINANCE**
  December 2020 | THE TIPS GLOBAL INSTITUTE, COIMBATORE (AFFLIATED TO UNIVERSITY OF PASADENA). **Percentage: Degree Requirements Completed**

UNDER GRADUATE

- **BACHELOR OF COMMERCE**
  | AUGUST 2015 – AUGUST 2018 | THE TIPS GLOBAL INSTITUTE, COIMBATORE (AFFLIATED TO BHARATHIAR UNIVERSITY COIMBATORE). **Percentage: 72%**

HIGHER SECONDARY | MARCH'2015

- **Percentage:** 70%

SENIOR SECONDARY | MARCH'2013

- **Percentage:** 70%

MANAGERIAL COMPETENCIES

HUMAN RESOURCE MANAGEMENT& DECISION MAKING

- Leadership and navigation.
- Ethical Practice.
- Business Acumen
- Relationship Management
- Consultation.
- Critical Evaluation.
- Good Communication.

MARKETING

- Interacted with the people in knowing their demands and needs.
- Have got field experience focusing referral marketing.
- During my internship in NIMBLE WIRELESS and APOLLO HOSPITALS was in association with the firms marketing team had field experience in the key core areas. I had done a market research in favor of the organizations to analyze the market needs and customer/consumer expectations.

ENTREPRENEURIAL COMPETENCIES

ENTREPRENEURIAL LEADERSHIP

- Took initiative in conducting many events and would like to take more of risk in order to gain success .If failed I take those as a learning outcomes.
- Generated a business model for integrated Animal Husbandry –Sustainable Farming.
- Have generated new business initiatives that can be effective.

PERSONAL COMPETENCIES:

COMMUNICATION

- Confident Speaker.
- Get adaptable with people easily.

LEADERSHIP SKILLS& MULTI-TASKING

- Would like to take lead in all aspects but in the way of a leader taking along with my fellow mates.
- Willingness to learn new things.
- Adaptable to situation.
- Great Traveler. Willing to travel places to explore the unexplored.

ACTIVITIES PARTICIPATED

- Active participation in Guest lecture sessions and Field trips to have a expertise practical exposure.
- Attended guest lecture sessions over 70 plus which comprise speakers from various domains like Industrial professionals i.e. CEO, CFO, Charted Accountants, HR, professionals, Entrepreneurs, professors from IIT,IIM and tier one institutions, celebrities and Field visits to more than 100 plus companies which include startups, small scale industries, MSME and Large scale manufacturing plants.
- Active participant in Business Conferences like TIECON,YESCON.
- Attended Business conference Summit in Goa Institute of Management | SAMRIDDHI-2019.
- Attend outbound training like outdoor learning, trekking, camping, and leadership school – NALS,Coonoor.
- Regular participation at local Blood donation camps as an active blood donor.

PERSONAL DETAILS

- NAME : PRAVEEN SAKTHIVEL
- D.O.B : 22.12.1997
- CONTACT DETAILS :,9080530578,09490763776
- MAIL ID : praveensakthivel22@gmail.com
- LINKEDIN :https://www.linkedin.com/in/praveen-sakthivel-982633117
- LANGUAGES KNOWN : TAMIL, ENGLISH, TELUGU.
- RESEDENTIAL ADDRESS :PRAVEEN SAKTHIVEL
  S/O SAKTHIVEL PALANISAMY
  2-123 NEAR MARKET
  RAJANAGARAM MANDALAM RAJANNAGARAM,
  EAST GODAVARI DISTRICT.
  RAJAHAMUNDRY TALUK
  ANDHRA PRADESH-533294
  INDIA.

REFERENCE

- Mr.V.Vijay Pravin ,HR, CMIS –Chandramari International School, Coimbatore
  E-Mail- vijaypravin1985@gmail.com
  Contact No - +91 9843969000

- Dr.E.Venu Gopal ,Principal, TIPS School of Management
  E-Mail - venugopal@tipstech.org
  Contact No - +91 6381781803