

**Phone:**

**Email:**

**LinkedIn:**

* + Skilled in full-cycle recruitment and HR reporting, including training budgets.
	+ Familiar with organizational goals, objectives, and IR policies.
	+ Gained insights into IR processes through industrial visits.

**(23/02/2022 – 30/04/2022)**

**Human Resource Intern, BHEL, Ranipet**

* + Delivered accurate and relevant HR data to support management reviews, board meetings, and decision-making processes across group companies.
	+ Conducted requirement analysis for a new HR Management System (HRMS) implementation, ensuring alignment with organizational objectives and operational needs.
	+ Led corporate communication efforts, addressing employee queries and fostering effective internal communication.
	+ Leveraged tools like Power BI and MS Visio to extract, analyze, and visualize HR data, creating impactful reports and dashboards for informed decision-making.
	+ Developed detailed documentation for HRMS implementation, including user requirements, process workflows, and system specifications.
	+ Authored and implemented policies and Standard Operating Procedures (SOPs) to streamline HR processes.
	+ Managed organizational social media platforms by creating and curating engaging content to enhance the company’s online presence and stakeholder engagement.
	+ Organized HR department meetings, preparing and distributing detailed Minutes of Meeting (MOM) to capture key discussions, action items, and resolutions.
	+ Contributed to strategic communication initiatives, fostering transparency and enhancing employee engagement across the organization.
	+ Conducted induction programs for new joiners, providing insights into company policies and culture to ensure a seamless onboarding experience.
	+ Designed and executed employee engagement activities to promote a positive workplace culture and improve morale and satisfaction levels.
	+ Conducted Corporate Social Responsibility (CSR) activities, driving community engagement and creating a positive social impact on behalf of the organization.

**Rakshana R**

**MBA (Marketing and Human Resource)**

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<https://www.linkedin.com/in/rakshana-r-ab2b421b9/>

**(23/09/2022 - 30/09/2024)**

**Sr. HR- Executive, Allsec Technologies, Chennai**

**WORK EXPERIENCE**

Certified Business Analyst with expertise in MS Visio, Balsamiq, Azure, and Power BI. Transitioning into the business analysis domain, I bring a strategic and analytical mindset to requirement documentation, stakeholder collaboration, and data visualization, ensuring alignment with business goals.

Previously, as an HR Analyst, I gained 2 years of experience in HR operations, data analysis, HRMS implementation, corporate communications, and social media management. Demonstrated a strong ability to drive organizational visibility and engagement through effective communication strategies while delivering impactful solutions.

**SUMMARY**

**Marketing Intern, Meythoma International, Chennai**

* Tamil (Mother tongue)
* English (Proficiency)

**LANGUAGES**

* Emotional Intelligence and Empathy in professional interactions.
* Time Management and Multitasking Abilities.
* Effective Communication and Interpersonal Skills.
* Strong Attention to Detail.
* Proficiency in Data Analysis and Reporting.

**KEY SKILLS**

* IIBA Certified Business Analysis (10/2024 - Present)
* MS-Office from Apollo Educational academy (06/2015).
* Human Resource Analytics (06/2021).
* Talent Management foundation (05/2021).
* Human Resources in the On-Demand Economy (05/2021).
* Completed higher level of Hindi in Dakshina Bharat Hindi Prachar Sabha, Madras (07/2020).
* Honored with the prestigious Highflyer Award in the business unit category globally by Quess Corp Limited, recognizing dedication, innovation, and exceptional performance.
* Received the Standout Performer Award at the HR Annual Awards from Quess Corp for outstanding contributions.

**TRANING AND CERTIFICATION**

* Honored with the prestigious Highflyer Award in the business unit category globally by Quess Corp Limited, recognizing dedication, innovation, and exceptional performance.
* Received the Standout Performer Award at the HR Annual Awards from Quess Corp for outstanding contributions.

**ACHIEVEMENTS**

# (07/06/2021- 07/07/2021)

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