

# HARINI.N

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## ***Academic:***

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- ***Master of Social Work***- HR in PSG College of Arts & Science, Coimbatore( 2015 – 2017)
- ***Bachelor of Social Work***in CSI Bishop Appasamy College of Arts & Science, Coimbatore affiliated to Bharathiar University Coimbatore.(2012 -2015)
- ***Post Graduate Diploma in Personal Management, Labour Welfare and Industrial Relations*** in the Coimbatore Productivity Council, Coimbatore.(2015 – 2016)
- ***SSLC*** in Sri A Ramasamy Matric Higher Secondary School ( 2009 - 2010)
- ***Higher Secondary*** in Sri A Ramasamy Matric Hr Sec School (2010 -2012)

## ***Work Experience:***

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***Mannar Thirumalai Naicker College, Madurai (July 2022- Till now)***

## **Roles and responsibilities:**

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- Asst. Professor in the Department of Social Work
- Human Rights Convener for Self-Financed Wing (SFW)
- Handling Specialization classes for Post Graduate Students – Labour Legislation, CSR, Introduction to Social Work, Welfare for Marginalized.
- Class In charge for UG - I BSW Class

- Organizing special Guest lecture, Awareness and Skill Development and Self Development Programs.
- Member in NAAC Criterion 7
- Coordinator for “Institution’s Single Parent Scholarship Scheme”
- Handled Student Activity and Department Activity Reports.
- Guided students for the carrier placements.
- Attended Faculty Development Programs.

### ***Key Achievements:***

- Organized Radio City Super Singer Contest for students by collaborating with Radio City 98.3 FM
- Organized Special Guest Lecture on “Recent Trends in Talent Acquisition “ by Inviting Mrs. Durga Devi, HR- Talent Acquisition , Cognizant Technologies , Chennai.
- Organized Special Guest Lecture on “Awareness to empower on the Prevention of Child Marriage through Human Rights “ in collaboration with Mother Teresa Womens University, Kodaikanal by inviting Dr. C. Hildadevi, Prof of Sociology.
- Organized Self-Empowerment & Skill Development Program “ SPEAK OUT” in collaboration with EKTA, Madurai
- Severed as Question paper setter for UG, PG and Groups exams in Bharathidasan University, Trichy.
- Presented Paper “**A Study on the Impact of Usage of the Social Media with special Reference to Students**” in National Student Conference organized by St. Claret College, Bangalore University.
- Presented and Published Paper in Humanities and Social Science Studies Journal ,ISSN : 2319-829X Vol.12, Issue 02, No.24, July- December :2023, UGC Care approved, Group I “ **A study on Physical and Psychological wellbeing Among Social Work Students in Madurai District**”
- Presented Paper” **Impact of Globalization and Consumerism in sustainable Development** “ in International Conference on Multidisciplinary and Interdisciplinary Approaches towards Inclusive Sustainable Development organized by Bharathidasan University, Tiruchirapalli, Tamil Nadu , India.

## ***Madurai Institute of Social Sciences, Madurai(September 2020- April 2022)***

### **Roles and responsibilities:**

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- Asst. Professor in the Department of Social Work,
- Teaching Social Work Subjects
- Maintaining academic records and reports.
- Constructed question papers.
- Organized Conferences, Seminars, Workshops and Guest Lectures
- Organized Extension activities, and Community Awareness programmes.
- Guided students for the carrier placements.
- Attended Faculty Development Programs.

### ***Key Achievements:***

- Organized induction program for UG First year students.
- Guided 18 UG Research projects and 11 PG research projects
- Guided students for various fieldwork, Industrial visits and block placement.
- Served as an class In charge for BSW,MSW-M&P
- Appointed as External Semester Question paper setter for Bharathidasan University.
- Presented paper in international seminar organized by SNR college of Arts & Science, Coimbatore.
- Participated in one week National faculty development Program “**Outcome Based Field Education in Social Work**” jointly organized by Rajagiri college of Social Sciences and Guru AangadDevteaching learning Centre, SCTB Khalsa College, University of Delhi.(PMMNMTT) of Ministry of education
- Centre in charge for Centre for Child Development and organized various programs.
- Participated and presented paper in two days International Virtual Conference titled “**Information Age, Culture, Identity & Communication**” organized by

School of School of Media, Film and Entertainment(SMFE), Sharda university,  
Greater Noida, Uttarpradesh, India on 9<sup>th</sup> and 10<sup>th</sup> December of 2021.

- Participated in the **National webinar on aging and Alzheimer 's disease** organized by the PG & Research Department of Social Work on 21<sup>st</sup> September 2020.

## ***UniSourceTrend India***

***Worked as Labor Welfare Officer from 17<sup>th</sup> May 2017 to 2019***

### **Roles and responsibilities:**

#### **Human Resources:Pre & Post Recruitment Activities**

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- Maintaining Cordial Relationship between company Employees & Contract Labours,Counseling, Motivating employees to bring out their inborn talents
- Maintaining Employee accommodation & Canteen Management, employee safety and welfare, and also assisting them in their personal problems etc.
- Payroll preparation for all employees every month and also preparing the full and final settlement
- Tracking Employee Attendance and to control absenteeism through mind - mapping / counseling.
- Coordination with all departments, understanding their requirements and defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining formalities and documentation.
- Maintaining harmonious Relations through effective interpersonal relationship with company employees and contract labours workers by meeting them regularly to understand their problems and solve them.
- Responsible for implementing Welfare for the employees as per the Factories Act norms.
- Retaining the Employees by conducting Employee Engagement activities.
- Identifying and solving Payroll related issues.
- Coordinate in Manpower planning / budgeting

- Scrutinize applications and maintaining database
- Conducting Preliminary Interviews & Recruitment and selection of staff
- Responsible for New Employees Joining Formalities (Joining Procedures, ID cards, Induction scheduling / Tracking, Bank Accounts, etc.)

## **Learning & Development**

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- Identify the Training needs through analysis
- Training Calendar & Competency Matrix
- Organize & Coordinate Training Programs

## **Performance Management Systems**

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- Coordinate with departmental heads for PMS
- Maintain quarterly periodical assessment system for probationers.
- Maintain half-yearly & annual assessment systems for all employees

## **Administrative Functional:**

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- Taking care of Employee Transportation, Company Vehicles and Contract vehicles
- Canteen management, Refreshment and cafeteria
- Guest House & Transit Quarters Maintenance.
- Taking care of Facility Management activity and Events Management & CSR Activities
- Arrangement of Employee's uniform, shoes, aprons, first-aid, medicines and others
- Taking care of visitors and Foreign Guest on behalf of company
- Arrangement of celebrating festivals and other poojas
- Security Management, House Keeping & CCTV control monitoring
- Maintaining the cleaning activities in Factory Premises, Guest House, Transit Quarters like Shop Floor, Toilet, Washrooms, Dressing Rooms, Gardening & Land Scarping, Plumbing and Drinking Water etc...

## **Key Achievements:**

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- Implemented Mediclaim Policy & Group Personal Accident Scheme for all employees.
- Implemented contractual labours as per Contract Labour (Regulation and Abolition) Act.

- Implemented Human Resources Manual, System & Procedures (streamline & formulating the policies in-favour of employees friendly comprehensive user guide)
- Implemented periodical submission of Human Resources Management Information System (HRMIS) on monthly basis

### ***Field activities and Achievements:***

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- Done three months HR Internship in WaterTec India Pvt Ltd Coimbatore from 6th January to 15th March 2017
- Attended Orientation Program regarding the Tribal Study by TATA CSR HUB in Valparai on March 9th 2017.
- Participated in two days workshop on “Standardized Module For Legal awareness Camp” conducted by Tamil Nadu State Commission for Women Chennai, National Commission for women, New Delhi & Department of Social Welfare, Coimbatore & Tirupur on 3rd & 4th March
- Participated in “One Day Seminar on Research Methodology” conducted by STC College, Pollachi on 6th January 2017.
- Selected as a student Secretary in NIPM-Student Chapter –Department of Social Work PSGCAS on 25th February 2017.
- Organized National level Workshop on Women Legal Awareness sponsored by NCW- National Women Commission-New Delhi in PSGCAS on 24th & 23rd December.
- Done three months Internship in HR activities at ZF Wind power Coimbatore Pvt. Ltd from June to September 2017
- Done three months Internship in Coimbatore Cancer Foundation in GKNM Hospital, Coimbatore from 30.12.2015 to 25.02.2016
- Worked as volunteer and provide valuable contribution at Chennai Flood Relief on 2, Feb, 2016
- Done two weeks Internship in CSR Activities in Manipal Foundation, Bangalore from 16.5.2016 to 31.5.2016
- Attended two days seminar on Social Legislation and its Impacts on Society, organized by Rhythm Social Service Society on 24 & 25, Jan, 2016.
- Participated as an organizer in NATCON - 2015 conducted by National Institute of Personal Management Coimbatore Chapter on 8 & 9, Oct, 2015
- Participated in one day training programme for Social Work Students on Eradication of Child Labour conducted by National Child Labour Programme on 21, Feb, 2015.

- Won the first prize in the competition "Violence against Women and its Solution", conducted by Voice of Women -Women's Wing on 6, Mar, 2015.
- Participated in a Life Seminar, Lectures on Fetal Development, Side Effects of Abortion and Cancelling Women in crisis pregnancies, organized by Life for All (NGO) on 19, Feb, 2014.
- Done Two weeks Internship Programme in SAVE NGO, Tirupur from 10.12.2014 to 24.12.2014
- Attended training on Human Rights to Professional College Students supported by National Human Rights Commission, New Delhi on 11, Feb, 2013.
- Participated in the Child Rights Rally on the Theme for Uniformity for Age of Child as 18, organized by Don Bosco Anbullam, Coimbatore on 24, Aug, 2013.
- Participated two days' Workshop on Street Theatre Training for Social Work Trainees, organized by World Vision, Coimbatore on 20 & 21, Dec, 2013.

### ***Personal Details***

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Husband's Name : D.G. Pradeep Jaganath  
Children : 4 years baby boy  
Date of Birth : 29<sup>th</sup> September 1994  
Nationality : Indian  
Sex : Female  
Languages Known : English, Tamil, Hindi & German  
Hobbies : Reading books, Listening Music

### ***Declaration***

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*I hereby declare that the details furnished in the above mentioned resume of mine is true to the best of my knowledge. I am very much interested to work in your esteemed institution.*

**Place : Madurai**

**Yours sincerely,**

**Date : 09/01/2024**

**(HARINI.N)**

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**Reference:**

**Mr. Muthuvellapan.**

*Senior Vice President HRD,*

*Sakthi Sugars Limited, Coimbatore*

*Southern Region Vice President NIPM, Southern Region.*

*Mobile: 9994410832*

**Mrs.Kavitha, MSW. M.Phil**

*Assistant Professor,*

*Department of Social Work, PSG College of Arts & Science Coimbatore.*

*Mobile: 9894086395*

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