

Dr. KAYALVIZHI JAYAPRAKASH

Tiruppur, India | +91 7904900153 | kkayalvizhi.hr@gmail.com | [linkedin.com/in/kayalvizhi-jayaprakash0709](https://www.linkedin.com/in/kayalvizhi-jayaprakash0709)

PROFILE SUMMARY

HR Professional | 7+ Years in Talent Management, HR Analytics & Training

HR Professional with 7+ years of experience in Recruitment, Talent Acquisition, HR Operations, Employee Engagement, Training, and Workforce Management across manufacturing, pharmaceuticals, and academic sectors. Experienced in end-to-end recruitment, candidate sourcing, onboarding, stakeholder coordination, HR analytics, and employee relations. Skilled in using ATS, HRIS, job portals, and data-driven hiring strategies to support business objectives. Strong communication, interpersonal, and stakeholder management skills with proven expertise in training, mentoring, and talent development

EDUCATION

- **TNSET | 2025 - Qualified**
- **PhD in Human Resources** | Annamalai University | 2025
- **MBA (HR & Finance) - University Rank Holder** | Anna University | 2018
- **BA English Literature - College Topper** | Thiruvalluvar University | 2016

PROFESSIONAL EXPERIENCE

➤ **Guest Lecturer – Management & HR**

Government Arts and Science College, Thittamalai | Nov 2025 - Present

- Delivered lectures in Management and Human Resource subjects for undergraduate students.
- Conducted employability skills, communication, and career readiness training programs.
- Facilitated presentations, seminars, and student engagement activities to improve professional skills.
- Coordinated academic activities, documentation, assessments, and stakeholder communication.
- Demonstrated strong presentation, mentoring, training, and interpersonal communication skills transferable to recruitment and talent development roles.

➤ **Senior HR & Admin**

Bureau Veritas CPS, Tiruppur | Aug 2025 - Nov 2025

Recruitment & Talent Acquisition

- Managed end-to-end recruitment for technical and management positions.
- Collaborated with hiring managers to understand workforce requirements and hiring priorities.
- Sourced candidates through job portals, referrals, and direct sourcing methods.

- Conducted resume screening, initial candidate assessments, interview coordination, and onboarding activities.
- Built and maintained talent pipelines for current and future hiring requirements.

HR Operations & Reporting

- Maintained recruitment databases, HR dashboards, and employee records using HRIS tools.
- Generated HR analytics and recruitment reports for management review and decision-making.
- Supported compliance audits, documentation, and employee engagement initiatives.

Training & Employee Engagement

- Conducted employee orientation, training programs, and development initiatives.
- Organized employee engagement activities, feedback sessions, and retention initiatives.

Compliance & Audit Coordination

- Ensured adherence to statutory regulations under Labor Laws, Factories Act, and ISO standards.
- Coordinated ISO 9001 and SA 8000 audits, preparing documentation and training internal teams on audit preparedness.
- Gained hands-on experience in compliance reporting and ethical labor practices - valuable for teaching Industrial Relations and Business Ethics.

Cross-Functional Collaboration & Reporting

- Worked closely with Quality, Operations, and Finance departments to align HR policies with organizational objectives.
- Prepared monthly HR dashboards and reports for management review, demonstrating skills in analytical reporting and presentation.

➤ Senior HR Executive

SPL TEXTILE Hosiery Manufacturers and Exporters, Tiruppur | Feb 2022 - Dec 2023

Talent Acquisition & Workforce Planning

- Led full-cycle recruitment, onboarding, and workforce planning activities.
- Coordinated with department heads to identify hiring requirements and recruitment strategies.
- Reduced onboarding turnaround time by 20% through streamlined recruitment processes.
- Managed candidate communication and ensured a positive hiring experience.

HR Operations & Employee Relations

- Managed attendance, employee documentation, and HR compliance activities.
- Conducted employee engagement initiatives, exit interviews, and retention analysis.
- Supported HRIS implementation and coordinated HR reporting processes.

Payroll & Compensation Management

- Managed payroll processing, time tracking, and benefits administration for accurate compensation.
- Led a team of 10 members for implementing HRIS system and Recognized as 'Employee of the month' for outstanding performance, service, hard work and dedication.
- Recognized as **“Employee of the month”** for outstanding performance, service, hard work and dedication.

➤ HR Trainer

DFE PHARMA INDIA PVT LTD, Cuddalore | May 2018 - Aug 2021

Recruitment & Onboarding

- Assisted in recruitment activities including sourcing, screening, interview coordination, and onboarding.
- Conducted employee induction and orientation programs for new hires.
- Coordinated candidate communication and documentation throughout the hiring process.

HR Analytics & Employee Engagement

- Analyzed employee turnover trends and generated HR reports for management.
- Organized training sessions, employee engagement activities, and team-building initiatives.
- Managed payroll processing and compliance documentation for 150+ employees.

Payroll & Compliance

- Managed payroll processing for 150 employees, covering on-roll, off-roll, and contract employees.
- Coordinated ISO and supplier audits, ensuring adherence to labor laws and compliance requirements.

Employee Engagement & Training Analysis

- Analyzed employee turnover trends, providing data-driven insights to reduce attrition rates.
- Coordinated company-wide events, training sessions, and team-building activities to foster a positive work environment.
- Awarded **Individual Contributor Award** for excellence in HR operations.

➤ Professional Strengths

- Expertise in end-to-end recruitment, talent acquisition, and onboarding processes.
- Skilled in candidate sourcing, stakeholder coordination, and employee engagement.
- Strong analytical, communication, presentation, and interpersonal skills.
- Adaptable HR professional with experience in recruitment, training, and HR operations.

➤ KEY SKILLS

- **HR Tools:** SAP HR, Qandle, ADP, HRIS, ATS
- **Data Analysis:** Advanced Excel, SPSS, Data Analytics
- **HR Operations:** Payroll Coordination, Employee Database Management, Documentation
- **Communication & Research:** Stakeholder Coordination, Data Interpretation, Report Preparation

➤ CERTIFICATIONS

- Conducted Online Training on “**Job Crafting**” for employees of Melco Elevator LLC, Abu Dhabi (Arabian Gulf).
- Conducted **Soft Skills, work engagement and Behavioral Training** sessions for employees at SPL Textile, Tiruppur.
- Certified in “**Foundations of Project Management**” – Google Career Certificates (Coursera)
- Completed Training on “**Leading Multicultural Teams**” – focusing on global leadership and diversity management.
- Completed “**Intercultural Competence Fundamentals**” program – enhancing cross-cultural communication and collaboration skills.

PAPER & PUBLICATIONS

- Published paper on “Employees Job crafting on performance in IT sector” under Journal of Revista Electronica de Veterinaria (2024).
- Published paper on “Challenges on Employees Job crafting and Well-being at workplace” under Journal of Revista Electronica de Veterinaria (2024).
- Published paper on “Effects of corporate entrepreneurship strategies on firm performance” under Journal of Interdisciplinary Cycle Research (2020).
- Presented paper on “Rural marketing communication opportunities and challenges” at 2nd International Conference in St. Joseph’s college of Arts and Science (2018).
- Presented paper on “Organizational behavior and leadership” at 6th International Conference in Sri Ganesh school of Business Management (2017).
- Completed project on “Employee Engagement” during final year of MBA (2018) at DFE Pharma India Pvt Ltd, focusing on strategies to improve workforce satisfaction and productivity.
- Done a project titled “Employee Welfare and Organizational Productivity” during the first year of MBA (2017) at ITC India Pvt. Ltd., emphasizing strategies to improve employee satisfaction, well-being, and overall organizational performance.

Date:

Signature

Place: Tiruppur

Kayalvizhi K