

Naveen Kumar Manimaran

Human Resources Graduate

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Summary

Resourceful and detail-oriented HR graduate with a solid understanding of HR principles and practices. Skilled in Recruitment, Onboarding, Talent Acquisition, and HRIS Management. Complemented by a Master's in Computer Science and an MBA in Human Resources. Eager to apply classroom knowledge and practical skills in a dynamic HR role to contribute to organizational success. **I have the right to work in the UK and am ready to relocate.**

Education

University of Hertfordshire	Hatfield, United Kingdom
Master of Business Administration-Human Resource	02/2023 - 02/2024
• Participated in group activities and completed coursework, enhancing teamwork skills. Developed expertise in recruitment, employee relations, performance management, and organizational behavior . Proficient in talent acquisition, HR analytics, and employment law . Experienced in interviewing, job description creation, candidate sourcing, and knowledgeable in ATS and HRIS systems .	
K.S.Rangasamy College of Arts and Science	Tiruchengode-TN -India
M.Sc. Computer Science	06/2015 - 05/2020
• Specialized in computer science fundamentals, including programming languages, database management, and data structures . Gained practical and theoretical knowledge in software engineering, Cybersecurity and operating systems . Proficient in Microsoft Office tools: Word, Excel, PowerPoint, Outlook, and Teams .	

Skills

HR Skills:

Recruitment and Talent Acquisition · Sourcing Strategies · Training and Development · ATS Proficiency · Hiring and Onboarding Processes · Technical Recruiting · HR Information Systems (HRIS) · Performance Management · End to End Recruitment · cold calling

Technical Computer skills:

Programming Fundamentals · IT Fundamentals · Database Management Systems · Software Development Life Cycle · Project Management for IT · Operating System

Hard Skills: Ms-Office · Google Suite · Zoom · Google Meet · IT Services

Soft Skills: Adaptability · Work Ethic · Time Management · Decision-Making · Problem-Solving · Creativity · Leadership abilities · Presence of mind

Interpersonal Skills: Communication · Negotiation · Conflict Resolution · Cultural Awareness · Teamwork · Collaboration · Active Listening

Projects and Publications

Cricket Front foot Overstep No-Ball Detection using IOT	KSR-CAS
https://ijireeice.com/papers/cricket-front-foot-overstep-no-ball-detection-by-using-iot/	11/2019 - 05/2020




Description:

- Designed and implemented an IoT system to detect no-balls in cricket, using sensors for real-time monitoring. Improved umpiring accuracy. Demonstrated skills in **IoT, sensor integration, real-time data analysis, and software development**.

Work Experience

Boots Opticians	Welwyn Garden City, Hertfordshire
Optical Assistant part-time	08/2023 - 04/2024
• Managed patient files and database updates, improving data accuracy by 25%. Achieved 100% compliance in internal audits. Streamlined record preparation, reducing time by 30% and ensuring 100% accuracy.	

Hobbies and Achievements

 Coursera Learning: Passionate about continuous learning through Coursera: Registering for courses on various HR and IT concepts to enhance skills and knowledge.	 Badminton (Shuttle): Regularly engage in playing badminton to maintain physical fitness and develop strategic thinking	 Best Outgoing Student Award in the Year 2020 Recognized for outstanding academic performance, leadership, and contribution to campus activities.
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References

Available upon request for both academic and work experience.