

Faculty Profile



T. Vidhya B.Sc, MBA
Assistant Professor - MBA

SKILLS

- Employee onboarding and training
- Performance management
- Team leadership
- Shift scheduling and payroll administration
- Time management
- HR support

AREA OF SPECIALIZATION:

- Human Resource Management
- Production and Operations Management
- Quantitative Techniques

EXPERIENCE

HR Support at Pegatron, Chengalpattu, India
2025

May 2024- May

- Coordinated with HR to support onboarding processes, ensuring new hires receive comprehensive orientation and training.
- Conducted regular performance reviews, providing constructive feedback and setting clear objectives for team members.
- Organised and scheduled employee shifts and breaktimes.
- Supervised daily shift operations, identifying and resolving issues to maintain seamless service delivery.
- Managed payroll for shift staff, including calculating overtime and processing holiday requests.
- Prepared detailed reports on shift activities, highlighting successes and areas for management review.
- Facilitated team meetings to discuss targets, celebrate achievements, and address areas for improvement.
- Led training sessions for new hires, focusing on customer service excellence and operational procedures.

- Provided coverage for team roles as requested and during peer absences.
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates.

Administered payroll operations, ensuring accurate and timely processing of salaries, bonuses, and deductions.

- Oversaw payroll processes, ensuring accurate and timely payment to all staff members.

Technical skill set platforms:

- Moodle, SEB (Safe Exam Browser)
- Tools: MS Office (Excel, Word)
- Systems: DOT Entry (Anna University), Academic Portals

INTERNSHIP PARTICIPATED

I. Participant as an intern:

1. Worked as a Management trainee in AMJ Shipping Agency.
2. Intern Training Program from 8th August to 6th September 2023 organized by AMJ Shipping Agency.

