

Abila Ishani S

Human Resource



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A driven and motivated individual with a strong sense of creativity and confidence. Actively seeking opportunities to join a dynamic and progressive organization where I can contribute to organizational success while gaining valuable work experience and advancing my career in Human Resources and Business Administration.

Professional Experience

Human Resource Associate

May 2023 – Present

JS Leads Technologies Pvt. Ltd. - Nagercoil

- Streamlined HR administrative operations to ensure efficiency.
- Managed and maintained employee records with accuracy and confidentiality.
- Conducted end-to-end recruitment processes, including sourcing, screening, and onboarding.
- Assisted in payroll activities, ensuring timely processing and accuracy.
- Supported performance reviews and probationary period assessments.
- Drafted job offers and oversaw probationary reviews to ensure compliance with company policies.
- Implemented disciplinary procedures to address workplace challenges effectively.
- Collaborated with department heads to identify workforce needs and develop hiring strategies.

Human Resource Associate

May 2023 – Present

Beracah Healthcare Pvt. Ltd. - Nagercoil

- Led recruitment efforts by sourcing, interviewing, and hiring qualified candidates to meet organizational goals.
- Managed attendance systems and ensured compliance with leave policies.
- Analyzed employee performance metrics and provided actionable insights for improvement.
- Resolved workplace issues by implementing effective problem-solving strategies.
- Maintained employee records and supported payroll processing to ensure smooth operations.
- Assisted in building a cohesive work environment through regular communication and team engagement activities.

Education

Bachelor of Business Administration (BBA)

2021

- Noorul Islam College of Arts and Science, Kumaracoil
- Grade: First Class

Higher Secondary Education

2017

- Carmel Matha Matric Hr. Sec. School, Kanyakumari
- Score: 63.2%

Key Skills and Competencies :

Technical Skills:

- HR Administration and Employee Records Management
- End-to-End Recruitment Processes
- Payroll Assistance and Job Offer Preparation
- Performance Review Support and Disciplinary Procedures Oversight

Soft Skills:

- Pleasant service demeanor
- Multi-tasking and organizational skills
- Problem-solving and critical thinking
- Effective communication and interpersonal skills

Personal Attributes:

- Fast learner and hard worker
- Ethical, loyal, and sincere
- Highly motivated and adaptable

Areas of Interest:

- Human Resource Management
- Business Development

Academic Projects :

Honda Company Organizational Study

- Duration: Two months
- Conducted an in-depth analysis of the organizational structure, manufacturing processes, innovations, and services offered by Honda Company.

Customer Relationship Management of Honda Company

- Duration: Six months
- Analyzed customer satisfaction levels, preferences, and needs to provide actionable insights to enhance customer service quality.

Hobbies :

- Reading books
- Dancing
- Listening to music

Personal profile :

- Name : Abila Ishani S
- Born on : 06 January 2000
- Nationality : Indian
- Marital status : Single
- Languages : English, Tamil (Mother Tongue)