

GIRIDHARAN.M.T

HR ASSISTANT | SAP HCM | HRIS | EMPLOYEE LIFECYCLE | HR OPERATIONS

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PROFESSIONAL SUMMARY

Aspiring HR professional with an MBA in HRM, SAP HCM implementation training, and hands-on exposure to HR operations, HRIS, employee lifecycle management, onboarding/offboarding, attendance & leave management, payroll support, HR compliance, and HR analytics through academic projects and a Talent Management internship. Brings 2+ years of professional experience in Accounts Payable (Procure-to-Pay) operations, contributing strong process discipline, data accuracy, and stakeholder management to HR functions. Recognized as a Top Performer for operational excellence, seeking to apply this foundation in an entry-level HR Assistant role.

TECHNICAL SKILLS

- **Tools:** SAP HCM, HRIS (Data Entry & Records Management), Learning Management System (LMS), Microsoft Office, Digital Communication Tools (Zoom, Google Meet & Microsoft Teams).
- **Skills Used:** Generative AI in HR, HR Metrics, Enterprise Structure, Organizational Management, Personnel Administration, Employee Records Maintenance (Employee Central), Time Management, Training & Event Management, Payroll Management, Onboarding, Travel Management, Employee Lifecycle, HR Compliance.

HR PROJECTS & TRAINING: CASE STUDIES

SAP HCM Trainee | Implementation Training for Shri Nandhi Dhall Mills India Pvt. Ltd. May 2025 - February 2026

- **Type:** Real-Time Training Project (SAP HCM) — Weekends, alongside full-time role
- **Organization:** Refinement Software Solutions Pvt. Ltd., Salem
- **Tools Used:** SAP HCM (Employee Central, Organizational Management, Time Management - Attendance & Leave Management, Payroll Control Center, LMS, Performance & Goals), Microsoft Excel
- **Objective:** Implemented a SAP HCM solution in a training environment, projecting a 40% reduction in manual data entry through automated workflows.
- **Approach:** Configured SAP HCM modules including Organizational Management, Employee Central, Time Management, Onboarding/Offboarding process configuration, Payroll Control Center, and Talent Management. Performed system configuration, data validation, and HR process mapping based on business requirements.
- **Outcomes:** Estimated annual business impact through HR process optimization and cost savings. Simulated improvements in labor cost accuracy and payroll efficiency during SAP HCM implementation, and enabled near-zero compliance penalties through SAP HCM automation.

HR Intern - Talent Management | Sri Alamelu Steels Pvt. Ltd., Salem (B.B.A. 3rd Year Project) December 2023

- A Study on Employee Talent Management. The duration of this project is 10 days. This study examines the skill and talent requirements for employees in the steel industry, focusing on Sri Alamelu Steels in Salem.
- Collected primary data from 120 employees to assess current competencies, identify gaps, and recommend talent development strategies.
- The findings helped the company align employee skills with industry demands and strengthen talent management practices.

CERTIFICATIONS & AWARDS

- SAP HCM Implementation & Internship Certification — Refinement Software Solutions Pvt. Ltd. | February 2026
- HRIS — Infosys Springboard | June 2025
- HR Metrics — Infosys Springboard | June 2025
- Generative AI in HR — Coursera | June 2025
- Professional in Human Resources: Talent Acquisition Strategy and Employer Branding — Infosys Springboard | August 2026
- Q1 Top Performer (2026) & Q3 Top Performer (2024) — Mahendra Nextwealth IT India Pvt. Ltd.

WORK EXPERIENCE

Mahendra NextWealth IT India Pvt. Ltd., Mallasamudram, Thiruchengode

Executive - Operations (Accounts Payable & Procure-to-Pay)

June 01, 2025 - Current

- Promoted to Executive - Operations. Performed invoice indexing in the Accounts Payable (P2P) process using InsightX, ensuring data tracking & records accuracy (Excel, InsightX) — transferable to HR trackers.
- Maintained strict confidentiality and data integrity while handling 150+ sensitive vendor records daily, aligned with compliance protocols.
- Indexed 150+ vendor invoices daily in InsightX with 99% accuracy, reducing indexing errors by 10% through consistent process monitoring and quality checks.
- Trained and mentored 5 new team members on invoice indexing workflows, accelerating their ramp-up time and improving overall team productivity.
- Achieved 100% on-time month-end invoice processing while consistently meeting productivity, quality, AHT, and SLA targets, earning recognition as Q1 2026 Top Performer for sustained operational excellence through consistent performance reporting to leadership.

Trainee Executive - Operations (Data Annotation & Quality Check)

June 21, 2024 - May 30, 2025

- Supported Generative AI and NLP initiatives through data annotation, response evaluation, evidence sourcing, and factual accuracy validation to improve model quality.
- Transitioned from Data Annotator to Quality Check responsibilities within one month, achieving 100% quality accuracy and 150% productivity.
- Reviewed annotation quality and identified process gaps, contributing to continuous improvement initiatives and Delivery Excellence (DE) goals.
- Served as Point of Contact (POC) for 3 SOPs; recognized as Q3 2024 Top Performer for consistent performance and process ownership.

EDUCATION

M.B.A. – Human Resource Management | CGPA: 8.50 | August 2024 – July 2026

Bharathidasan University, Tiruchirapalli, Tamil Nadu

B.B.A. – Business Administration | CGPA: 8.08 | October 2021 – May 2024

Jairam Arts and Science College, Salem, Tamil Nadu

HSC (CBSE) | 92.4% | June 2019 – March 2021

Sri Vidya Mandir Senior Secondary School, Salem, Tamil Nadu

SOFT SKILLS

Interpersonal: Employee Relations, Conflict Resolution, Team Collaboration, Communication, Stakeholder Management

Work Ethic: Confidentiality & Integrity, Adaptability, Process Improvement, Attention to Detail, Accountability

PORTFOLIO WEBSITE

<https://giridharan-portfolio.lovable.app>