

## **D. THAMARAI SELVAN**

HR Operations | HR & Administration | Operations Support | Digital Transformation

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Portfolio: <https://dts.nfstc.in> (after publishing)

ATJ Universe: <https://atjuniverse.com>

### **Executive Profile**

Results-driven HR Operations and Administration professional with 12+ years of experience across HR operations, recruitment, employee relations, payroll coordination, labour law support, administration and team supervision. Recognized for coordinating HR activities, resolving employee issues, ensuring operational continuity and supporting business goals. During a career transition, expanded expertise in WordPress, AI tools and digital product development through ATJ Universe, demonstrating continuous learning and adaptability.

### **Career Highlights**

- 12+ years in HR & Administration
- Experience in recruitment, onboarding and exit formalities
- Payroll input, attendance and HR documentation coordination
- Employee grievance handling and team supervision
- Office administration and vendor coordination
- Digital transformation through websites, AI and educational projects

### **Core Competencies**

- HR Operations
- HR Administration
- Recruitment
- Employee Relations
- Payroll Coordination
- Attendance Administration
- Joining & Exit Formalities
- HR Documentation
- Labour Compliance Support
- Office Administration
- Vendor Coordination
- Team Supervision
- Process Improvement
- MS Office
- WordPress

- AI Productivity Tools
- Project Coordination

## Professional Experience

**Manager – HR, Admin & Operations** | Continental Technologies | Dec 2020 – Dec 2022

- Coordinated HR operations and administration.
- Supported recruitment, employee lifecycle and documentation.
- Worked with management to ensure smooth business operations.

**Freelance Recruiter** | Jan 2016 – Aug 2020

- Coordinated HR operations and administration.
- Supported recruitment, employee lifecycle and documentation.
- Worked with management to ensure smooth business operations.

**Assistant Manager – HR & Admin** | Hatsun Agro Products | Jun 2015 – Jan 2016

- Coordinated HR operations and administration.
- Supported recruitment, employee lifecycle and documentation.
- Worked with management to ensure smooth business operations.

**Senior HR & Admin** | ShineMax Solutions | Jun 2013 – May 2015

- Coordinated HR operations and administration.
- Supported recruitment, employee lifecycle and documentation.
- Worked with management to ensure smooth business operations.

**HR & Admin** | O2 Health Studio | Jul 2011 – May 2013

- Coordinated HR operations and administration.
- Supported recruitment, employee lifecycle and documentation.
- Worked with management to ensure smooth business operations.

## Leadership & Operations

- Supervised HR executives and coordinated work completion.
- Handled employee grievances professionally.
- Coordinated payroll inputs and attendance.
- Maintained HR records and compliance documentation.
- Supported process improvement and operational efficiency.

## Digital Portfolio

- ATJ Universe – Educational digital platform.
- Ask Jiyha AI – AI-powered educational assistant.
- Educational Puzzle Game – Interactive learning project.

- Jiyha's Water Exploration – Children's educational book.
- Professional WordPress website development.

### **Education**

- Master of Human Resource Management – Pondicherry University
- Bachelor of Labour Management – University of Madras
- Diploma in Labour Law – University of Madras

### **Career Objective**

Seeking HR Operations, HR & Administration, Administration In-Charge, Night Shift HR/Admin, Remote, Work From Home or Part-Time (9:00 AM–2:00 PM) opportunities where I can contribute through leadership, professionalism and continuous improvement.