

# VIGNESH A

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## Profile

**"Existence precedes essence"** — I believe we define our purpose through action (GOAL)

## Work Experience

*RELA INSTITUTE AND MEDICAL CENTRE, CHROME PET, CHENNAI*

**July 2025-Present**

### ➤ Training & Development

- Conducted Induction Training Programs covering service standards, expected behaviour, and patient care ethics.
- Delivered soft skills training sessions on: Team Management, Time Management, Communication Skills, Telephone Etiquette, Professional Workplace Behaviour
- Prepared and presented training PPTs for induction and soft skills programs.
- Conducted Training Need Analysis (TNA) and Training Effectiveness Evaluation (Bio, Hematology, MRD, Nutrition).
- Prepared and maintained Monthly and Annual Training Calendars.
- Coordinated Mandatory Trainings for all hospital departments.

### ⚙️ NABH, Safety & Quality

- Coordinated Code Blue and Code Red mock drills / tabletop exercises.
- Maintained Training Records as per NABH standards.
- Supported NABH Audit preparation, documentation, compliance verification, and gap closure.
- Assisted in implementing 5S practices across hospital departments to improve workplace organization and safety.

### ⚙️ Employee Relations & Administration

- Looked after hostel administration, including employee accommodation coordination and issue resolution.
- Handled employee grievances, documented concerns, and coordinated resolutions with management.
- Assisted in issuing memos and disciplinary communications as per HR policies.
- Coordinated with department heads, nursing staff, and administrative teams for smooth HR operations.

### ⚙️ Payroll & HR Support

- Assisted in salary processing, attendance verification, and payroll-related HR documentation.
- Maintained Soft Skills and Mandatory Training Records

❖ *HINDUSTAN UNILEVER LIMITED (Internship)*

**Feb 2025 - April 2025**

❖ *ASHOK LEYLAND (UNIT-II) (Block placement)*

**Jan 2025 - Jan 2025**

❖ *MOTHERSON (MATE) (Internship)*

**July 2024 - Nov 2024**

❖ *LUCAS TVS LIMITED (Internship)*

**June 2024 - June 2024**

## Personal Projects

**"Mental Health at Workplace: Impact of Job Stress on Well Being and Productivity"**

## Publications & Contributions

- **"Shakti Rising: Women Empowerment in Social, Political, and Economic Spheres"**

*Published by NAPS WI (National Association of Professional Social Workers in India)*

- **"Employees of the Future"**

*Published in the 5th Edition of PDYHRC (Pondicherry Human Resources Circle)*

- **"Simultaneous Elections in India: One Nation, One Election"**

*Essay submitted to ICSSR (Indian Council of Social Science Research) – Young Scholars Competition*

## Certification

- *Completed Senior Grade Typewriting in English with Distinction*
- *ChatGPT & AI Essentials (In Progress) AI Academy by OpenAI ([academy.openai.com](http://academy.openai.com))*
- *Conflict Resolution LinkedIn Learning – Course Completed: How to Resolve Conflicts*
- *Workplace Skills Training Ashok Leyland – Basic Training on Workplace Ethics, POSH (Prevention of Sexual Harassment), 5S, Health & Hygiene, and Safety*

## Education

**Pondicherry University**

*Aug 2023 - May 2025*

*Master of social work, CGPA: 8.1/10 Puducherry, India*

**Saradha Gangadharan Collage**

*Mar 2018 - May 2021*

*Bachelor of computer science, CGPA: 5.1/10 Puducherry, India*