**RUDIYATH **

**Email ID:** [**rudiyath.312849@2freemail.com**](mailto:rudiyath.312849@2freemail.com)

Objective

Seeking a position in an organization that offers vast opportunities of growth and development, where I can apply the best knowledge and skills for the development of organization and strive for the growth of both the individual and the organization.

Experience

HR Executive | Wipro Technologies |June 2015 – November 2017

Roles and Responsibilities:-

**Onboarding Activities**

* Dealing with joining formalities for the new employees.
* Coordinating Induction programme for the new joiners
* Checking candidates’ BGV status.
* Collecting documents and verifying the documents with the originals.
* Auditing the documents and creating employee file for each employees.
* Checking the ID Proofs; and other Govt. ID Proofs
* Conducting FAQ session with the employees and policy briefing
* Managing onboarding sessions through Skype.

.

**Offer Generation Activities(Offshore and Onshore)**

* Verify candidate details are accurate with CAM and Fitment
* Fill mandatory details in Online tools like Synergy,Omni, Iverify
* Create applicant ID or SAP ID in Synergy
* Verify all details are correct flown into SAP
* Create PDF offer letters and share to recruiters

**Background Verification Activities**

* Initiate and conduct BGV as per database and passport checks for the candidates
* Conduct Quality Check for the reports of each candidate released by the vendors
* Verify educational details from schools, colleges and universities
* Verify the criminal, terrorist and database check using various sources and tools
* To initiate national and international background checks for our clients based on the individual requirements

**Employee separations and Off-boarding Activities**

* Initiating the exit actions in SAP by uploading all the required and necessary details
* Coordinate with different no due agents for the clearance
* Conduct exit interview and upload the feedback in SAP
* Verify experience and relieve date and forward the same to the Settlement Team

HR Associate -Employee Services | NGA HR India Pvt Ltd | August 2012-April 2015

* Handling UK HR queries; Query handling for clients through Email and calls.
* Documenting any major problems customers are facing with the products in large numbers and reporting

the same to the concerned department

* Processing Offer Letters for new joiners in the company.
* Adding the data to system using Resource Link and EuHReka.
* Preparing Reference Letters for employees.
* Making changes to the employee system regarding changes in Job Title, Salary, Bonus, Car allowance,

Pensions Etc.

* Maintaining the Hierarchy by making the employees report to their Correct Line managers.
* Marking the Sickness notes for employees in the Resource Link System.
* Processing the employees as Leavers.
* Conducting Exit Interviews for the resigning employees.

Academic Credentials

2010-12:- Master of Human Resource Management from Mar Augusthinose College,Mahatma Gandhi University with 77%

2007-10:- **Bachelor of Business Management** from St.Joseph’s College,Mahatma Gandhi University with 74%

Skills & Abilities

* Good communication and interpersonal skill
* Ability to work under minimum supervision & good team player
* Ability to work under pressure with quick deadlines
* Outgoing personality with good leadership qualities

Computer Proficiency

* Experience with Taleo, Omni, SAP, Synergy, Cognos and Resource Link
* Proficient with MS Office:- Excel, Word, Outlook and PowerPoint
* Well attuned with Operating Systems such as WINDOWS XP,7,8

Project

* A study on Labour Absenteeism in CRYPTMS CONFECTIONERS PVT. LTD., Thodupuzha undertaken for 1 month.
* A study on The Effectiveness of Performance Appraisal System in KITEX LIMITED, Kizhakambalam undertaken for 1 month.

Achievements &Certificates

* Received MAVERICK AWARD for responsibility, speed and timely work (WIPRO TECHNOLOGIES)
* Given support to Bangalore for the month of July and October 2015 and Mumbai in June –July 2016
* Received HERO AWARD for responsibility in work (NGA HR)
* Received POWER AWARD for speed in work (NGA HR)
* Received certificate for Best Debater in the Debate Competition conducted in NGA HR.
* Placed 4th rank in MHRM from M.G. University, Kottayam
* Participated in a National Level Seminar on “TWENTY YEARS OF INDIA’S LIBERALAISATION” conducted by Xavier Institute of Management and Entrepreneurship, Bengaluru
* Participated in a Debate Competition conducted by Xavier Institute of Management and Entrepreneurship, Bengaluru at Assumption College, Changanacherry
* Won 2nd prize in Product Launch conducted by St. Thomas College, Pala
* Won 2nd prize in Product Launch conducted by Nirmala College, Muvattupuzha
* Worked as Event Manager in Commerce v/s Management Fest(COMFEST) in St. Joseph’s College
* Worked as Coordinator in AMFEST 2012, AN INTER COLLEGIATE MANAGEMENT FEST conducted in Mar Augusthinose College
* Worked as Event Manager in ZENITH 2012, Management Association Fest conducted in Mar Augusthinose College

Personal Details

Name \_ Rudiyath

DOB \_ 12/10/1988

Marital Status \_ Married

Nationality \_ Indian

Languages Known \_ English,Hindi and Malayalam

Email ID \_ [**rudiyath.312849@2freemail.com**](mailto:rudiyath.312849@2freemail.com)

Passport Details \_ (Valid Up to 19-09-2027)

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

PLACE: RUDIYATH

DATE: