## Thushara

## [Thushara.356825@2freemail.com](mailto:Thushara.356825@2freemail.com)

**Career Objectives:**

Seeking a challenging position to utilize my skills and abilities in the field of Human Resource, Operation and Administration.

**Educational Qualification:**

* Master of Business administration (Human Resource & System) Distinction

Villa Marie College, Osmania University Hyderabad (2005 -2007).

* B.Sc (Biochemistry – chemistry- Computer Application), First Division

St Francis College, Osmania University Hyderbad (2002-2005)

**6+ years of experience into HR**

**Professional Experience**

Currently working as Senior HR with Open System Global Services, Kochi , India from June 2015 to November 2016.

**Sourcing and Recruitments:**

* Managed complete recruitment life-cycle for sourcing the best talent from diverse sources after planning& identification of manpower requirements in consultation with Department Heads of different functional &operational areas.
* Recruiting through Internal Sources, Head hunting and Consultants and through online job portals across all functions .Working for competitive recruitment plans there by reducing recruitment costs for the Organization.
* Designing and conducting of JoiningFormalities, Induction&Orientation programs for newly recruited employees.

**CompensationManagement**

* Handling salary negotiations and compensation administration.
* Analysis&designing compensation structure forManagement & Non-management employees & advising employees in case of compensation structure.

**Performance Management System:**

* Actively involved in the process of implementing Performance Management.
* Carrying out the appraisal process till date ,across levels in all functions, coordinating with different department employees and the Senior Management and maintaining database for the same.

**HR Operations:-+**

* Successfully driven the process of preparing & regularly updating Organization Charts
* Prepared Employee Handbook, Leave Policies and Other Company related policies.
* Circulating introduction mail of new joiners across the organization through e-mail.
* Preparing timesheets of all consultants for client.
* Responsible for completing relieving formalities including clearance from all departments, Exit interview Full & Final Settlement coordination

Worked as HR Manager with “Logiticks”, Kochi , India from June 2014 to June 2015

**Key Responsibilities:**

* Employee Engagement and Employee Relations
* Over all in-charge of HR and Administration Activities.
* Coordination with Management and team in all aspects.
* Induction and orientation programmes for new joiners.
* Leave Management for the team and training
* Prepared Employee Handbook, Leave Policies and Other Company related policies Payroll, Banking and Exit formalities.
* Offer letter generation and mailing for all senior level employees.
* Sourcing resume from premier job portals in India like Naukri, Monster Etc.
* Follow up with the clients for updates / feedback in relation to the interviews being conducted.

Worked as Associate-Human Resources withAlignminds Technologies PvtLtd,Cochin from Feb 2013 to June 2014.

Key Responsibilities:

* Handling general HR related activities of the company.
* Defining and designing job description of all professional positions, job evaluation as well as finalization of goals.
* Manpower planning for all level / ensure the recruitment as per approved organizational structure.

Worked as EXECUTIVE -CAREER GUIDANCE withNIIT LTD, Hyderabad, from May 2008 to December 2010.

**Key Responsibilities:**

* Responsible for managing complete Placements at NIITCenters (Ameerpet&BasheerBagh).
* Responsible for managing all theclients(guest)while JobFair and meetings.
* WorkcloselywiththecenterheadsandICteamtoidentifyvariousrequirementsavailablewithdifferentorganizationfor recruitment.
* Interactingwiththehiringmanagersregardingtheirrequirementsandkeepingthemupdatedon theprogress.

Worked as HR EXECUTIVE & IT RECRUITER with CHANNEL 4 SOLUTIONS, Hyderabad,from February 2007 to April 2008.

**Key Responsibilities:**

* Sourcing& Recruitments
* Applyextensivesourcingmethodstofindtherightcandidatesbyleveragingdifferenttoolslike internet sourcing, networking (Headhunting), employee referrals, recruitment agencies,
* ScreeningofresumesandshortlistingtheCVsaccordingtotherequirementsof

Company

* Recruitmentareashandled:-Java(J2EE,JSP,Swing,Servlets),MicrosoftTechnologies(VC++,.NET,C#, VB,ASP),Networking(CCNA,CCNP),Databases(Oracle-PL/SQL,MS-Access& SQL-Server),SAP (ABAP,HR,BW,FICO).

**Personal Information**

**DateofBirth:** 4thJanuary,1984

**Sex:** Female

**MaritalStatus:** Married

**Visa:** On Husband Visa

**LanguagesKnown**: English, Hindi, Malayalam andTelugu

**Hobbies:** Listening Music ,Readingarticles, Teaching

**Declaration:**

I here by declare that the all the information furnished above is true to the best of my knowledge and belief.