Sneha

Sneha.361421@2freemail.com

**CAREER OBJECTIVES**

Preferably looking for a **HR** role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals wherein my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

**PROFESSIONAL PROFILE**

**Assistant HR at Q5soft from January 25, 2016 January 31, 2017.**

**Key Responsibilities handled as AssiatantHR :**

* Recruiting candidates in assistance of HR Manager.
* Interacting and Tie up with Consultancy’s for recruiting Candidates.
* Scheduling interviews.
* Scheduling training programmes& Induction.
* Maintaining Data in spreadsheets related to Organization.
* Maintained existing accounts and ensured proper record keeping.
* Handling incoming and outgoing calls.
* Maintaining Employee details in Database.
* Maintaining Employee attendance and send to payroll department by the end of month.
* To plan, organize, and administer the activities of the department, office, or division efficiently. Prepare reports and presentations.
* Preparing Relevant Documents like Offer Letter,Relieving Letter.
* Appraisal based on perfomance in assistance of HR manager.
* Maintaining a good work culture and employee relations.

**Process Associate at RR Donnelley (KPO) From July 11, 2013 to January 17, 2016**

**Key Responsibilities handled as a Process Associate.**

* Responsible for the activities of the team as a team lead.
* Allocating work to the team menbers.
* Conducting Team meetings.
* Ensuring whether the work is completed as per the SLA.
* Processing the Accounts of a leading water company in UK within the time frame for each day and by meeting the SLA.
* Managing and processing Customers account (Domestic/ commercial).
* Providing a new connection to billing and further recovering the debt, all the related back end procedures.
* Giving training to the new bees related to my process as a core agent.
* Maintaining unity, healthy competition, friendly environment, and good culture in my team.
* Sceduling entertainment programmes as per the convenience of all the teams.

**Achievements**

* Top production rewards in R&R ceremony.
* Best team lead reward in R&R ceremony.
* 1st Runner up and 2nd Runner up in **NATANA** Group Dance Competition held in Technopark, Trivandrum in 2014 and 2015 respectively.
* Actively participated in different cultural activities, competitions held in office during celebrations& festivals.
* As a member of **WON** committee participated in social welfare activities held on behalf of RR Donnelley.

**ACADEMIC CREDENTIALS**

* Pursuing **MBA** under ICFAI University in distant education program.
* **BBM** from SadhguruSainath College, Banglore under Banglore University.
* **HSC in Commerce** group from New Arts Science and Commerce College Ahmed Nagar, Under Pune University.
* S.S.L.C from Auxilium Convent High School, Ahmed Nagar Under Pune University.

**Achievements**

* BBM department topper 2013.
* 1st prize in college level Bharathanatyam competitions.
* Prizes in school level Dance competitions.
* Prizes in school level group song competitions.

**TECHNICAL SKILLS**

**Operating Systems:**

Window Xp& Window 7

**Packages:**

MS Office (Word, Excel,PowerPoint,

Outlook)

**Software & System:**

SAP, CRP&CRM.

**PERSONAL DOSSIER**

**Date of Birth :** 01.09.1992

**Nationality :** Indian

**Marital Status :** Married

**Hobbies :** Passionate about Dance, Drawing, Listening to music.

**Languages known :** English, Hindi, Malayalam, Marathi, Tamil, Kannada(Managable)

**Personal Qualities:**

* Ability to work in any environment.
* Adaptable and Hardworking nature.
* Strong communication skills.
* Effective leadership skills.
* Interact with people in a friendly manner.

**DECLARATION**

I hereby declare that all the information given above is true and reliable to my best knowledge.