[RAMYA.368065@2freemail.com](mailto:RAMYA.368065@2freemail.com)

**HR ASSISTANT / ADMIN**

**AREAS OF EXPERTIESE**

* **RECRUITING**
* **SCREENING**
* **EMPLOYEE RELATIONS**
* **ONBOARDING**

**SUMMARY **

A **HR Assistant** with **4.5 years experience** in Human Resource in India.

**Worked in Justdia**l as Assistant **HR Officer**

**Worked in Value Point Knowledge Works as HR Officer**

Looking for a position with a company with industry-leading talent, unparalleled portfolio and unmatched commitment to client Requirement.

**TOTAL Experience – 4.5 Years**

**JULY 2012 - JULY 2015**

**JUST DIAL , BANGALORE**

**ROLE: Assistant Human Resource Officer**

**SEPTEMBER 2015 - DECEMBER 2016**

**VALUE POINT KNOWLEDGE WORKS, BANGALORE**

**ROLE: Human Resource Officer**

**VISA – VISIT VISA-UAE**

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COMPUTER SKILLS :

* MICROSOFT EXCEL
* MICROSOFT WORD
* OUTLOOK

**General HR Responsibilities:**1. Taking care complete HR data and employee documentation.  
2. Taking care joining formalities and exit formalities.  
3. New joinee communication to organization.  
4. Coordinating in organization HR activities.

RAMYA

**JUST DIAL – BANGALORE From JULY 2012 to JULY 2015 - ( 3 YEARS )**

Perform full cycle of recruitment for IT, ITES and Non IT professionals.

* Scrutinizing resumes from various portals.
* Analyzing the requirement of organization.
* Analyze the quality people and contact them through phone, Email.
* Short listing candidates as per the requisition.
* Taking preliminary rounds of interviews.
* Ensuring proper co-ordination in recruitment process, salary negotiation, reference check.
* Handling recruitment on wide range of skill set for junior, middle and senior level positions.
* Sourcing, screening, confirming, interviewing and placing the qualified candidates.
* Involved in Walk-in drives.

**Education**

**DIPLOMA IN INFORMATION SCIENCE**

Diploma course in Information science & technology from Vivekananda Polytechnic, Puttur, Dakshina Kannada. **Aggregate 68.03%**

SCHOOL

Sree Rama high school Kalladka, Mangalore.(2004-2006)

**REFERENCES:**

Will be provided on request.

**Value Point Knowledge Works – BANGALORE SEPTEMBER 2015 To DECEMBER 2016 - (1 Year 3 Months)**

Perform full cycle of recruitment for IT, ITES and Non IT professionals.

* **Recruitment Responsibilities:**1. Sourcing Candidates for internal and Outsource requirements of respective departments.  
  2. Search for new avenues or areas of sourcing right candidates.  
  3. Pre-screening of the profiles.  
  4. Salary Negotiation.   
  5. Maintaining & updating relevant MIS data on timely basis.  
  6. Proper Documentation of the relevant files/documents.  
  7. Daily, Weekly, Monthly report to concern department heads/Leads.  
  8. Coordinate the interview process with functional department Managers.  
  9. Conducting first round of interview.  
  10. Interacting and obtaining the new hiring plan from reporting manager and follow up.