Curriculum Vitae 

**Haritha**

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| *Career Objective:* |
| Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key member in challenging and creative environment. |

***Professional & Technical Qualification:***

**1. MBA** (HR)

**University:** YCMOU

**2. B.Sc** (Microbiology)

**University:** Mumbai

**3.** Diploma in Information & System Management from CSI

# *Professional Experience:*

1. **BARODA HIGH SCHOOL** (Vadodara, Gujarat)

**Designation:** Teaching Assistant / Librarian

**Tenure:** from June 2016 till April 2017.

* **Job Responsibilities:**
* Teaching subjects like Spell Bee and G.K.
* Assisting in admin work.
* Comparing for various events on stage.
* Improving student’s vocabulary and conducting test at various levels.
* Introducing them to library, Book Fairs and ordering books.
* Maintaining the records of books.
* Setting Question Paper, conducting Procom exams and various competitions.
* Promoting the Library’s resources to users and ensuring that library services meet the needs of particular groups of users viz. Students, Teaching Staff & Non-Teaching staff.

1. **SORBEAD India** (Vadodara)

**Designation**: Sr.HR Executive

**Tenure** : From November 2014 till March 2016.

**Job Responsibilities:**

* **Recruitment**:
* Screening the resumes from job portals.
* Preparation of new vacancy advertisement and placement of the same in the classifieds of local and national newspapers, after getting the best bargain from the advertising agency
* Posting of the new vacancies on our company website and other job portals. Also associating with consultant
* Insisting the new applicants to fill in the interview questionnaire, to analyze the vocabulary and grip of the applicant of the English language.
* Conducting the preliminary round of interview for the applicants.
* If the applicant is found suitable for the relevant opening, then collection and verification of all academic and professional documents is conducted.
* As per company policy, we have to give complete job description of the relevant position to the shortlisted candidate and also have to brief them about the HR & Corporate policies of the organization, before sending the candidate to the CEO for final round of interview.
* To assist the CEO in the final round of interview for the shortlisted candidate and make a note of the points discussed in the interview.
* If the candidate is selected for the open position, then offer letter is handed over to the candidate of it is being sent by E-mail.
* Have to follow up with the selected candidate for his/her acceptance of resignation letter and relieving letter from the previous employer.
* To conduct Induction Training.
* To complete the Joining formalities of the appointed candidate.
* Handling Complete Employees Database.
* Issuing Job offer letter, Appointment letter, Confirmation letter, Performance Appraisals, Performance management system.
* Conducting Employee Survey.
* Conduct Training need identification department wise, updating training records and feedback
* **Employee Relation**:
* To give audience to all queries of the employees, provide guidance wherever necessary and helping them out to find out a solution.
* Opening Salary account of Employees.
* Providing motivational thoughts on a daily basis.
* Conduct orientation program to new employees.
* Support the integration of new joiners.
* Issuance of Full & final settlement’s & relieving Letter to the outgoing employee on the earliest possible basis.
* Taking Exit interviews
* Maintaining a Database of present and ex- employees and field officers.
* Conduct surprise audits at warehouse and factory.
* Maintaining the attendance register records.
* Payroll and timely PF/ESIC payment.
* Generating Salary slip
* Employee Engagement Activity
* **Legal Compliance**:
* Enrolment of the new employee for ESI and keeping a track of the same for all employees
* Issuances of show cause notice, warning letters and termination letters, under consultation with the legal manager.
* Issuance of Provident fund form to the employees and updating them about the details.
* Assisting the accounts department in making the salaries.
* Assisting the management for the issuance of bonus for the eligible employees.
* **Additional responsibility**:
* Has been the MR for the ISO recertification process.
* Conducted pre placement talk and successful campus drive at parul university.

1. **M & M Associates** (Mumbai)

**Designation**: Executive HR

**Tenure** : From September 2010 till March 2011.

**Job Responsibilities:**

* Recruitment:
* Job Description
* Identify the competencies required
* Interview the candidate
* If selected, complete the documentation
* Operations:
* Joining formalities
* Handling Employee Database
* Confirmations, performance appraisals, performance management
* Employee Relation:
* Handling all the queries of the employees.
* Motivating employees on day-to-day basis
* Conduct orientation program to new employees
* Attend employee’s grievances and complaints and provide guidance, if necessary
* Support the integration of new joiners

1. **ASTM- ZICOM** (Mumbai)

**Designation**: Counselor

**Tenure :** From October 2009 till August 2010.

**Job Responsibilities:**

* Looking after the Marketing Strategies.
* Handling walk in & arranging interview of Clients.
* Understanding the requirement of candidates & accordingly offering of relevant training program.
* Organizing group discussions & being a part of observing committee.
* Being an organizer for activities which start from short listing to selection of candidates.
* Co-ordination for training schedules.
* Scheduling for interviews with Corporate.
* Placement of the candidates.
* Coordination of training program with corporate like RBI, Petronet LNG, and Siddhi Vinayaka Trust etc.
* Counseling the candidates for better performance.
* Preparation of monthly MIS for submission to management.

1. **NMIMS University**

**Designation:** Exam Coordinator

**Tenure:** From May 2007 to April 2008.

* Was associated with HR & administrative work.

***Interests:***

* Understanding the psychology of people.
* Interaction with people.

***Personal Information:***

Date of Birth : 21st February 1986

Location : Sharjah (U.A.E)

Marital Status : Married

Languages Known : English, Hindi, Marathi & Malayalam

Hobbies : Reading non-fictional Books, making

friends, traveling & Cooking.

Strength : Ability to apply intelligence to derive

maximum from the situation and practically optimistic.

I hereby declare that the forgoing information is correct to best of my knowledge and nothing has been concealed.