***Husband Sponsored Visa***

**MANASA**

Email Id: [manasa.378878@2freemail.com](mailto:manasa.378878@2freemail.com)

Contact Information: C/o 0504753686

*Seeking an opportunity to utilize my career experience, skills, and education to contribute to employer objectives, profitability, and success with a company offering potential for challenge and growth.*

Looking for a challenging position as…

**HR or Administration**

CORE COMPETENCIES

|  |  |  |
| --- | --- | --- |
| * HR Operations | * Alternative Dispute Resolution | * Administration |
| * Recruitment & On-boarding | * Exit Formalities & Full and Final Settlement | * Contractor Management |
| * Payroll Management | * Performance Management | * HRIS & Leave Management |

**CAREER EXPERIENCE**

**CITI Crop Services (Kelly RPO),**

HR Officer Jan 2016 – Sep 2016

Responsibilities:

* Coordinating with client staffing office and internal delivery teams for recruiting process.
* Acquiring requirements from the Delivery/Project teams for offshore and onsite Recruitment.
* Negotiated approximately 60 salary offers and dozens of sign-on bonuses/relocation packages annually at both the exempt and nonexempt level.
* Screening resumes from different job portals and Tools as per necessity.
* Taking interviews and screening the candidates.
* Collecting documents for onboarding process and forming salary as per company and market standards.
* Arranging final interview with Sr. HR for candidates who are business select.
* Uploading supporting documents and creating salary structure of selected candidate by using TALEO tool.
* Releasing Fitment to candidate once approved from Sr. HR. Changes are made in TALEO if there are any amendments from candidate.

**Office Management**: Overhauled recordkeeping system from manual to computer-based, creating a user-friendly and systematic information management system and reducing data-retrieval time.

**Travel Logistics Management**: Coordinate a busy travel calendar that includes six international symposiums annually, ensuring all events are successfully executed.

**Wipro Limited**,

Executive – HR Operations Jan 2012 – Nov2015

Promoted to fulfill a broad range of HR functions, including recruiting and training employees, administering benefits, overseeing disciplinary action and managing HR records. Co-chaired annual flex-enrollment meetings, resolved conflicts between employees and insurance carriers, coordinated health fairs to promote employee wellness and performed exit interviews.

Responsibilities:

* Fostered a teamwork environment conducive to positive dialogue across the organization. Personal efforts were cited as the driving force behind branches.
* Handling the concerns and queries, of active and resigned employees of the company, around the globe, related to HR policies.
* Comprehending the issues and provide with prompt & precise information adhering to the policies and norms of the company
* Coordinating with various teams of the HR department to get the employee’s concerns resolved, on time.
* Checking business letters related to employees. Ex reference checks, request for evidence, transfer related documentation, back ground check, collecting documents and generating employee no. in the system.
* Taking Induction to employees as per the defined HR process.
* Onboarding employees to various regions around the globe.
* Resolving employee’s concerns related to the company HR policies on Separation, Compensation, Benefits, Claims (related to travel, medical, etc.), Leaves, Payroll, full and final settlement process of the employees, with apt and polite response, through emails, service connect portal tickets and phone calls.
* Taking care of exit formalities and doing F&F Settlements of resigned Employees as per organization policies.

**COMPUTER SKILLS:**

HRIS applications (SAP, PeopleSoft Enterprise Human Resources, TALEO, Omni Flow)

MS Office (Word, Excel, PowerPoint, Outlook)

**EDUCATIONAL QUALIFICATIONS:**

PG Degree: Masters of Business Administration (Specialization in HR), JNTU (Aug 2011)

Degree : Bachelor of Computer Application (B.Com), S.V. University (Apr 2009)

**PERSONAL DETAILS:**

Date of Birth : 9th June 1989

Hobbies : Listening to Music & gardening.

Languages : English & Telugu

Notice Period : Immediate Joiner

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Dubai

Date: (Manasa)

Resume Update Date: 19th Feb 2018