CAREER SUMMARY:

* Overall 2 year and 11 months of experience in Human Resources Department as HR Executive.
* Good amount of experience in HR activities such as Recruitment, Employee Relations, Payroll, conducting & coordinating Training programs, performance Management, Administration, Statutory compliance (PF & ESI), MIS Reporting etc.
* A company oriented professional with experience in recruiting, staffing people.
* Efficient in interviewing and assessing the people according to the company policy.
* Proficient in giving valuable decision and taking the feedback from the employee.
* Have experience in handling Tools - Proficient at MS Office, Payroll Software (Syscon), SAP and ESSL time keeping software (Biometric Attendance Management Software).

**PROFESSIONAL EXPERIENCE:**

**WIPRO TECHNOLOGIES: March 2016 – December 2017**

**Key Responsibilities Handled:**

1. MIS - Preparing Various Management Information reports & PPT presentations
2. Preparing Various HR-MIS Reports & reporting on a regular basis to the Management Data extraction, data mining, preparing analysis to support management queries and correspondence as and when required to support daily business operations co-ordination & for Management Information.
3. MIS SPOC for the MFG & Tech Business Unit and runs reports as needed in HRIS.
4. Ensuring relevant monthly reports daily, weekly, monthly and quarterly reports are presented to the Practice/Business group
5. Action defined reporting at set times throughout the period ensuring deadlines are met wherever possible, for all reporting: Employee Profile Reports, Salary Reports, Attrition Reports and exit requirements are included.
6. Respond to ad hoc reporting requirements positively and with due regard to time to ensure delivery taking advice from the Senior Level HR where appropriate.
7. Maintains employee information by entering and updating employment and status-change data in SAP.
8. Addresses employee inquiries regarding Human Resources via phone, email and other methods
9. Assists HR personnel of other departments and divisions, functioning as a centralized resource
10. Supports on-boarding and termination activities as they relate to employee data and updates employee data as requested
11. Work with line manager to update on Exit Details of the employees and ensuring all activities related to exit process across all locations of the MFG & Tech Business Unit
12. Responsible for the US onsite HR activities
13. Initiating and conducting various Employee Recognition and Employee Engagement programmes
14. Process Metrics and auditing the activities done by the whole team
15. Contributes to team effort by accomplishing related results as needed and maintain confidentiality of data and departmental security at all times

**THE RENAI COCHIN:** [Polakulath Group of Hotels Resorts](http://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&ved=0CCoQFjAA&url=http%3A%2F%2Fwww.pghr.in%2F&ei=hsAuUuz3OMujrQePk4GgAg&usg=AFQjCNHZszgG-6PAO8DruOdFEqzq1sZkkQ&bvm=bv.51773540,d.bmk)& Health Care – **December 2014 to February 2016**

**Key Responsibilities Handled:**

1. Analyzing the requirement of organization.
2. Analyze the quality people and contact them through phone, Email.
3. Recruit the people and perform various recruitment steps.
4. Maintain the existing employees and take the feedback from them.
5. Assist the accounts department for making the salaries of employees.
6. Make the coordination with various departments.
7. Present the suggestions to the seniors of employees and implement their order and train new employees.
8. Understanding company’s requirements and deciding on the recruitment strategy.
9. Sourcing CVs from various channels such as referencing, company’s own database, Job Portals i.e. Indeed, Naukri, and networking tools such as LinkedIn.
10. Providing timely feedback to the company on their requirements and to the candidates on their interview.
11. Hiring resources within the stipulated average salary of LOB (Line of Business).
12. Documentation of reports concerning PF, ESIC, etc.
13. Organizing employee engagement programs, employee safety, welfare, wellness and health programs
14. Handling the payroll & absence management, compensation and benefits administration.
15. Knowledge about usage of Biometrics report generations and time sheet.

**ACADEMIA**:

* M.B.A. (HR – Marketing) from DCSMAT, MG University in 2014 with 65%
* B.B.A. from De Paul Computer Academy, MG University in 2011 with 65.54%
* Higher Secondary education (Computer Science) from St. Aloysius Higher Secondary School with 74%
* SSLC from B.B.G.H.S with 80%

PROJECT DETAILS:

**HR Project** - **D.C Mills Private Limited, Valavanadu, Alappuzha**

**Objective:** A Study on Employee Welfare and its Effect on Productivity. Worked with the HR department to find out the welfare activities provided by the company.

**Organization Study–Ventura Sharp Pumps, Coimbatore**

**Objective:** To attain a practical knowledge in the working of an organization, the flow of work and the organization structure.

Visited all the functional departments of the organization to acquaint with their duties and responsibilities.

**Internship–Nirapara, Kalady**

**Objective:** To acquaint with the working of a company.

Visited the manufacturing units of the company. It helped me gain a better idea about the different levels of the management as well as workers.

**Marketing Project- Kitex, Valanjambalam**

**Objective:** A study on the measurement of brand awareness and brand perception of Scoobee Day Bags among the retailers and customers in Ernakulum district.

**Social Project–Sevabharathi Mathrusakthi Prathishtan, Thottakkattukara**

**Objective:** A study on the problems faced by the female orphans. Talked with the inmates of the orphanage and the management.

ACCOLADES:

Academic:

* Have participated and won prizes in HR game in inter college management fests.
* Have participated in Best Management Team game in inter college management fests.

PERSONALITY TRAITS:

* Remarkable analytical, logical and mathematical skills
* Ability to work in a team
* Efficient in communicating well in written and verbal both
* Adaptable

PERSONAL INFORMATION:

Gender : Female

Age : 27

Nationality : Indian

Languages Known : English, Hindi, Malayalam & Tamil

 (Remya)