

# **SHWETHA**

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Email: shwetha.383570@2freemail.com

# **HUMAN**

## **RESOURCES | ADMINSTRATION**

* **Extensive background in HR generalist affairs,** including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
* **Demonstrated success in negotiating**, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports, managing MIS reports.
* **2 years Extensive experience** in Office administration and HR coordination in various environments. (India).

**HR SKILLS**

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| * HR Department Startup
* HR Policies & Procedures
* HR Program/Project Management
 | * Staff Recruitment & Retention
* Employee Relations
* Benefits Administration
 | * Orientation & On-Boarding
* Training & Development
* Performance Management
* Organizational Development
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**PROFESSIONAL EXPERIENCE**

## **Thought Minds Private Limited - Bangalore, India (March 2017 to May 2018)**

**Designation: HR cum Admin Manager (PAN INDIA)**

Handling entire responsibilities related to Human Resources Management, Office Administration, Site operations, Public relations activities and Business Management. Employee Individual and family Insurance, Human Capital Management activities, Employee Compensation.

 **Nature of work:**

* Administration and execution of HR functions including Recruitment & Selection, Compensation & Benefits, Payroll Administration, Performance Review, Training & Development, Employee Relations and Orientation Program.
* Liaising with relevant authorities to ensure company’s compliance with local Labor Laws and related statutory Requirements.
* Preparing for monthly and annual company manpower, payroll and related HR reports to Accounting Department.
* Administer HR internal control policies and procedures to align with corporate directions.
* Perform general clerical duties which include but not limited to: photocopying, faxing, mailing, and filing.
* Answer & attend to all calls and redirect to relevant staff members, taking messages and assembling mailing.
* Maintain hard copy and electronic filing system.
* Purchase and maintain inventory of office equipment, stationery and administer maintenance contracts of office equipment and facilities.
* Coordinate and maintain records for staff office space, phones, parking, etc.
* Setup and coordinate meetings and conferences.
* Assist in special events, such as fundraising activities, company activities etc.
* Organize Office Parties, Employee of the Months and other Office Occasions.
* Competence to build & effectively manage interpersonal relationships at all levels of the company.
* Abilities to produce consistently accurate work even whilst under pressure.
* Strong command on MS office.
* A positive attitude & enthusiastic attitude with abilities to self motivate.

## **Inspire Info Solutions - Bangalore, India (09.01.2016 to15.01.02.2017)** **Designation: HR Manager**

## 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, attended all calls and reported and ensured all issues are solved diligently, also handled Book keeping & contacted customers, Handled the Accounts, Prepared Purchase Orders and followed up on orders. Maintained the Sales Ledger & Purchases. Prepared invoices and forwarded to vendors. Ensured a stable work environment

**Nature of work:**

* + Develop and implement HR strategies and initiatives aligned with the overall business strategy.
	+ Bridge management and employee relations by addressing demands, grievances or other issues
	+ Manage the recruitment and selection process.
	+ Support current and future business needs through the development, motivation and preservation of human capital.
	+ Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
	+ Nurture a positive working environment Maintaining department records and reports.
	+ Participating in administrative staff meetings.
	+ Oversee and manage a performance appraisal system that drives high performance.
	+ Trained management team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound hiring decisions.
	+ Co-developed company’s first-ever standardized disciplinary procedures and tracking system that insulated company from legal risk and ensured consistent and fair discipline processes.
	+ Reworked new-hire orientation program to include HR information and company resources.

**EDUCATION & CERTIFICATIONS**

## **Dr. N.S.A.M First Grade College - Nitte, India**

**Bachelor in Business Management**, **2013-2015**

# **PROFESSIONAL COURSES**

**Professional Development:**

* Complete ongoing training in the areas of compensation and benefits, employee and labor relations,

leaves of absence, workers’ compensation and workplace safety/security.

**Core Competencies:**

* + MIS Reports
	+ Staffing Requirements
	+ Employee Relations/Welfare
	+ Training and Development
	+ Employee & Labor Law
	+ Operations Management

**Computer Skills:**

* Microsoft Office | Internet & Networking | Tally 9.2 ERP | Photoshop | OS, Windows
* MS Office (Word, Excel, PowerPoint, Access, Outlook)

# **PERSONAL DETAILS**

**Date of Birth** : 1st June 1994

**Sex** : Female

**Nationality** : Indian

**Marital Status** : Single

**PASSPORT DETAILS**

**Date of Issue** : 19/03/2018 **Date of Expiry** : 18/03/2028 **Place of Issue** : Bangalore-India

**DECLARATION**

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