***Core Competencies***

 ***HR Policy Executive*** ***Induction***

***Training & Development***

***Recruitment***

***Payroll Management***

***Employee Relations/welfare***

***General Administration*** ***Performance management***

***Compensation & benefits***

***Organizational Development Team Management***

**HARITHA**



**HR EXECUTIVE**

**Email:** [**haritha-393871@2freemail.com**](mailto:haritha-393871@2freemail.com)

**Visa type: Visit Visa**

*Scaling new heights of success with hard work & dedication and leaving a mark of excellence on*

*each step; targeting assignments as* ***HR EXECUTIVE*** *with a leading organization of repute*

 **Profile Summary**

*Offering* ***over 3 years*** *of experience in working as a HR Executive in India*

**Graduate in Electrical Engineering** with over 3yerasof experienceinrecruitment - sourcing to On-boarding; Performance management; Compensation & benefits; Payrolls, Welfare and General Administration including Vendor and Client Relationship management.

Presently associated as a **HR** **Executive**.

Experienced in manpower management, recruitment involving screening, short-listing and interviewing.

Adept at people management; maintaining healthy employee relations; handling employee grievances thus creating an amicable & transparent

environment.

Skilful in implementing HR policies, conducting training programs towards enhancing employee productivity and building committed teams.

Possess strong communication and inter personal skills. A dynamic go-getter & quick learner wit h ability to under pressure and meet deadlines.

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**IT Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ● Keka Software |  | ● Adobe Reader |  |  |
|  |  |  |  |
|  |  |  |  |  |  |

* MS Excel, Word, PPT,Out look

**Education**

* **B.Tech in Electrical Engineering** from Sagar Institute of Technology/JNTUH,Hyderabad in 2013, India.
* **12th** from Sri Chaitanya Junior College.

**10th** from Bhashyam Public School.

**Career**

**Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **September** |  | **Present** |
|  |  |  |  |
|  | **2016** |  |  |

**HYDERABAD, INDIA.**

Holds the distinction of handling recruitment approximately 15-25 on monthly basis viz.

* Functioned as Lead recruiter for the office of the managing partner.
* Achieved lowest offer declines with lowest terminations due to background verification. Instrumental in initiating the **knowledge sharing sessions in** the service lines handled. Accountable for streaming **background verification Process.**

Successful in recruiting the largest team-lockbox during the tenure.

Steered initiatives towards recruiting drives such as **Campus placements, Walk-Ins and Job** **Fairs.**

Pivotal in developing as well as launching new test papers for entry level hires.

Received **“Shining Star Certificate”** during Feb’2017.

H1 Immigration and preparation on RFE and dealing with US Consultants and daily Monitoring.

Personal Details

**Date of Birth:** 17/August/1991

**Languages Known**: Hindi, Telugu, English.

**Marital status: Married**

**Visa type: Visit visa**

**Sex: Female**

**Nationality: Indian**

Soft Skills