**Shwetha**

[**Shwetha.333645@2freemail.com**](mailto:Shwetha.333645@2freemail.com)

***Career Objective:***

**To get prominent in the discipline assigned by exploring my skill sets and work to the best of my ability for the benefit of the company.**

***Professional Experience:***

* Worked as **HR Officer** for 1 year 9 months at***Target Corporation***, Bangalore, India.

**Roles and Responsibilities:**

* Verification of employees documents prior to the hiring process.
* Generation of employee IDs for the candidates.
* Keying various requests like Transfer, termination, promotion, and demotion requests of store team members forwarded by the head quarters.
* Contributed idea for simplification of process which resulted in fast completion of work.
* Maintained 98% utility.
* Training the new team members on processes like work authorization, new hire and terminations.
* Conducted error sharing sessions.
* Transferring data from Winshuttle to SAP.
* Attending calls of partners on daily basis.
* Worked as Data Analyst for 6 months at **Infosys**, Bangalore, India.

**Roles and Responsibilities:**

* Interpret data, analyze results using statistical techniques and provide ongoing reports.
* Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality.
* Acquire data from primary or secondary data sources and maintain databases/data systems.
* Identify, analyze, and interpret trends or patterns.
* Work closely with management to prioritize business and information needs.
* Locate and define new process improvement opportunities.

***TECHNICAL SKILLS*:**

* **SAP R/3 ECC 6.0.**
* **SAP HR**
* **E-Mailing tools-MS Outlook.**
* **Business Applications** - **MS word, MS Excel, MS PowerPoint.**

***Academic Profile:***

* **B. Com** : Mount Carmel College, Bangalore, Karnataka, India
* **12thStandard** : Malleshwaram Ladies association, Bangalore, Karnataka, India
* **10th Standard** : Stella Maris School, Bangalore, Karnataka, India

***INTERNSHIP SUMMARY:***

* Worked for non-profit organization (AIESEC) for their **GO Green project** for two months held in **Beijing, China.**
* Conducted English Language Trainings **(AIESEC’s initiative)** in various schools in **Dalian, China.**
* Got the opportunity of being a spokesperson of the team I was part of in disseminating the Indian culture, tradition etc.

***Personal Profile***

* Date of Birth : 01 April 1991
* Visa Status : Residence Visa

I hereby declare that the above furnished details are true to my knowledge.