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GEETHA.S

Email: [geetha.370694@2freemail.com](mailto:geetha.370694@2freemail.com)

HR /BD/ ADMINISTRATION EXECUTIVE

PROFESSIONAL SYNOPSIS

An effective and confident communicator who is also a self starter with the dedication and motivation required to succeed in a busy HR department. Possessing a in-depth knowledge of HR processes and procedures and a proven track record of providing support to HR advisors and senior managers. Easy going by nature and able to get along with both work colleagues and senior managers when providing comprehensive administrative support to day-to-day operations of human resources department.  
Presently looking to progress a career within the HR industry by joining a exciting and ambitious company that rewards ability and hard work.

CAREER PROFILE

* Having 3+ year of experience in HR, Administration and in Business Developments
* Qualified with MBA in HR & MCA
* Strongly commercial with excellent communication and interpersonal skills.
* Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, [engagement](https://www.thebalance.com/prevent-employee-disengagement-1917573) & development
* Have excellent customer service & people management skills.
* Can achieve organizational goals by building an effective team player with all
* A keen analyst with exceptional negotiation and relationship management skills and abilities in liaising with external agencies.

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PROFESSIONAL EXPERIENCE

Organization : Feather Lite

Position: HR & BD Executive

Period: October 2014 to April 2017

Profile :

* To take responsibility for the HR Departments strategic and operational direction, incorporating the needs of the stores and head-office teams.
* Responsible for all back office documentation required to execute and complete an order booking process.
* To respond to customer inquiries or sales assistance while the sales engineers, sales managers are out on field.
* To liaise with the logistic team on seamless delivery schedules and keep both customers and the logistics team apprised of the schedule.
* Responsible for checking on status of payments and liaising with accounts team as well as keep the sales manager updated on an on-going basis.
* Responsible for maintaining the sales database, preparing sales reports as required by the sales engineers and manager.
* Recruiting staff – this includes developing job descriptions, preparing advertisements, CV sourcing, CV reviewing, short listing, interviewing, selecting candidates, reference checks, preparing offer letter and mobilizing the new hires.
* Ensure a proper screening and short listing of candidates and conducting the preliminary interviews before referring to the Managing Director..
* Prepare induction plan and conduct HR induction for a new employee.
* Prepare monthly recruitment report and monitor recruitment targets.
* Drafting confidential documentations like salary certificate, NOC Letters, Memos, and Notices.
* Preparing timesheet for monthly payroll, Coordinate internal recruitment and employee referral program & Conducting exit interviews for the resigned employees.
* Develop sourcing strategy to produce and sustain a highly qualified and diverse candidate pool in order to reduce recruitment cost and lead-time for recruitment.
* Provide suggestions and information to the management on policies and procedures, staff performance and disciplinary matters.
* Maintain human resource records within the available industry standards.
* Ensuring that employee grievances are addressed in appropriate, prompt & fair manner.
* Documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.
* Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.

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Organization : STC TECHNOLOGIES

Position : HR Administrator

Period : October 2014 to March 2017

Profile :

* To maintain a complete record of walk-ins, registrations, tele enquiries, daily status , schedule status, material status, due status & DCR record to head office
* To Provide complete information about the course details to the students and to get feedback
* Complete operational requirements such as by scheduling interview and training dates as per the norms and convenience
* To take responsibility for the HR and ADMIN Departments strategic and operational direction, incorporating the needs of the stores and head-office teams.
* Documentation relating to personnel activities such as staffing, , training, grievances, performance evaluations, and classifications.
* Record data for each employee and students including such information as addresses, weekly councelling, absences, number of admission or , supervisory reports on performance, and dates of and reasons for terminations.

ACADEMIC QUALIFICATION

* Karnataka State Open University, Distance Education

Major: MBA (HR), Aggregate Percentage : 74%

* Master of Computer Applications as specialization from, Dr.N.G.P Institute of Technology CGPA of 7.2– Anna University
* Bachelor of Computer Applications as specialization from, Dr.N.G.P arts and science College, Aggregate Percentage :56%– Bharathiar University
* Completed HSC(Major- Commerce, Accounts,Bus-Mat) at Sri Gopal Naidu Higher Secondary School

PROJECT EXPERIENCE

* Done a Study on Business Insurance Penetration in Coimbatore City with Reference To Aviva Life Insurance Company India Ltd
* Automated Data Mining For Client Management Using Intelligent Agents in ASP.Net, with SQL Server 2008
* Virtual Learning Environment in PHP 5.2.6, with MYSQL 2.1(APACHE Server)

CERTIFICATION COURSES

* Completed the course in Linux Administration conducted by Teknoturf Info Services Pvt Ltd., On Behalf of IBM
* Completed training on Diploma in Computer Office Management & Accounts Maintenance (Microsoft office 2003,Tally 7.2) with 80 % of marks
* Completed the course in DPL (C,C++,Core JAVA) with 75% of marks

PROFESSIONAL SKILLS

* A capable team player who is able to liaise with people at all levels.
* Easy going and approachable.
* Flexible, adaptable and open to change.
* Can work on own initiative.
* Ability to multitask and prioritise key tasks.

PERSONAL DOSSIER

Name: Geetha

Date of birth: 09.01.1990

Languages Proficiency: English, Tamil, Telugu, Malayalam

Marital status: Married

Hobbies : Surfing Net, Dancing

DECLARATION:

I hereby declare that the information furnished above is true and genuine up to my knowledge and belief.

Date : Place :