DHAMINI

Email: [dhamini.389792@2freemail.com](mailto:dhamini.389792@2freemail.com)

Coordinator Human Resource

Personal Information:

Name:Dhamini

DOB: 17/11/1993

Gender: Female

Marital status: Single

Nationality: Indian

Languages Known: English, Hindi, Kannada, Tamil and Tulu

Skills:

* Good Communication
* Ability to work under pressure
* Decision making and Time management skills
* Quick Learner &Adaptable
* Goal-oriented
* Skilled to work independently as well as in a team.

Achievements:

* Short term courses on Human psychology, Journalism and Income tax
* Awarded with best Outgoing Student Award
* University level Rank holder
* Recognition through Times of India and other local newspaper sectors

**CAREER OBJECTIVE**

To pursue a growth oriented career with progressive company that provides a scope to apply my knowledge & skills that would help me contribute my best to the Organization.

**WORK EXPERIENCES**

**COMPANY NAME:Convergys India Pvt. Ltd. (2017-2019)**

**DESIGNATION:** Coordinator Human Resources

**Key Responsibilities:**

* Resolving employee issues and queries within the turnaround time ensuring employee satisfaction.
* Acting as an independent advisor for employees duringcomplexscenarios.
* Specialized in resolving PF related issues for active and ex-employees by coordinating with the third party.
* Experienced in Ex. Employee Verification on demand of the concerned Organization.
* Maintaining the confidentiality of the Client data and employee’s Personalfiles.
* Generating different types of Daily, Weekly & Monthly Attendance report, Leave Status report, Attrition Report & Resignation Records.
* Involved in generating/creating Experience letter, Merit and Promotion letter.
* Provide general support for the Human Resources department(s) and related stakeholders, as per the requirement.

**COMPANY NAME:Accenture India Pvt. Ltd.**

**DESIGNATION:** Human Resources Executive

**Key Responsibilities:**

* Experience in creating offer letter
* Documentation and report writing skills.
* Involved in various processes of recruiting and resourcing.
* Experience in Candidate Background check.
* Experience in interacting/coordinating with Client Recruiters.

**EDUCATION**

* BHRD (Bachelors in Human Resource Development) (2013-15) from SDM college, Mangalore.
* Intermediate (2012) from St. Aloysius PU college, Mangalore.
* SSLC (2010) St. Aloysius high school, Mangalore.