

NAVYA

Human Resource & Admin Professional



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Profile Summary

Versatile, Dynamic, and Result-oriented professional equipped with 6+ year's track record of delivering top-quality performance in carrying out multifaceted functions. Possess sound knowledge related to HRMIS, Recruitment & Sourcing, Compensation & Benefits, Talent Management, Performance appraisals, Employee Relations, end-to-end recruitment process, and General Administration. Demonstrated aptitude in carrying out carrying out multiple tasks simultaneously, providing efficient and outstanding administrative support, and coordinating work activities to Senior Managers; Possess enthusiasm, tenacity, and initiative in achieving performance goals, desirous for continuous learning with excellent analytical, coordination, organization, time management, problem-solving, interpersonal and communication skills. Seek a solid career foundation and good outcome within a growing organization that provides an opportunity for career growth and professional experience.

STRENGTH & SKILLS

- Acquired MBA from reputed University in UK
- Employee Relations General Administration skills
- Exemplary Communication/Problem-solving skills
- Possess Integrity, Creativity, Honesty & Teamwork
- Ability to multi-task and meet tight deadlines
- Adroit with HR Functions & Process Management
- Prowess in Recruitment & Selection Process skills
- Knowledgeable in end-to-end recruitment process
- Excellent Planning, Organizing & Time management
- Proactive, Highly driven, Vibrant Personality

Educational Qualification

Master's Degree in Business Administration – University of Sunderland, UK Oct 2021 – Aug 2022

B.Tech in Mechanical Engineering – Adichunchangiri Institute of Technology, India Aug 2014 – Aug 2018

Career Snapshot

Part Time Central Bank Support Executive Jan 2023 – Present
Foundation, Newcastle upon Tyne

HR Administrator & Communication Associate Oct 2022 – Oct 2023
Claim Management, Newcastle upon Tyne, UK

Part Time Booking Officer and Support Executive Oct 2021 – Dec 2022
Guardian Alliance Recruitment and Training, Bishop Auckland

IT cum HR Recruiter – Societe Generale, Bangalore, India Jan 2021 – Sep 2021

HR Admin and Member Technical Staff – HCL Technologies, Bangalore Sep 2018 – Dec 2020

Achievements

- ✓ Gained 5+ year's experience in UK and India in domains of HR Administrator & Communication Associate, IT cum HR Recruiter, HR cum Admin and Technical Staff, and General Administration.
- ✓ Accomplished Master's Degree in Business Administration and B.Tech in Mechanical Engineering from one of the reputed Universities in the UK and India.
- ✓ Successfully recruited more than 70 IT Professionals for various positions such as Data Scientist, Business Analyst, Cloud Migration, DevOps, Java FSD, etc.

- ✓ Acquired knowledge related to HRMIS, Recruitment & Sourcing, Compensation & Benefits, Talent Management, Performance appraisals, Employee Relations, end-to-end recruitment process, and General Administration
- ✓ Performed assigned workload with indefinable enthusiasm, commitment, honesty, and dedication and drove towards contributing to continued business growth.
- ✓ Consistently demonstrated abilities to work independently or within cross-functional teams; multitask on several assignments and meet strict deadlines.
- ✓ Possesses capabilities in providing solutions to complex operations issues plus a strong commitment to deliver excellent work performance even in difficult and pressurized environments.

Areas of Expertise

Human Resource & General Administration

- Manage the selection process including interviewing, assessing candidates, screening, and recommending finalists, and filling the staffing needs within the set time frame. Conduct reference and background checks on applicants.
- Execute recruitment plan by sourcing out well-qualified candidates from a variety of sources (advertisement, internal referral, job portals, and social media platforms). Organize assessments regularly for open vacancies in the organization.
- Maintain filing system and a database containing prospective candidates for recruitment. Writing job advertisements and deciding the channels where it has to be advertised.
- Interpret human resource policies and procedures and respond to requests for information and assistance from applicants/employees. Assist in issuing offer letters, and other documents to selected candidates & following up with them until placing.
- Handled exit interview plus coordination with staff and department with regards to resignation when needed.
- Effectively maintain the Resignation & Termination File, administrative tasks in the HR Recruitment, and handles mobilization.
- Coordinate with Recruitment Manager regarding mobilization of staff for the entire company answering all inquiries related to HR (new candidates and employees).

Proven Job Role

HR Administrator & Communication Associate – Claim Management, Newcastle upon Tyne, UK

- Provided effective administrative support to senior-level management and marketing team.
- Developed strong relationships with partners and vendors. Worked closely with senior-level management to achieve goals.
- Reviewed all incoming correspondence; checked new incidents and databases for insurance entries and liaised with other departments for any related queries.
- Monitored emails and other inboxes and administered action accordingly. Set up all new claims, process fee payments and set up new payee bank details.
- Liaised internally & with external parties to deal efficiently and effectively with payment & other queries.
- Monitored and updated various databases and maintained records of archival storage, retrieval and collection of boxes.

IT HR Recruiter – Societe Generale, Bangalore, India

- Received and reviewed applications, conducted interviews, and tests, managed shortlisted candidates, and forwarded them to the clients.
- Safeguarded recruitment process by sourcing candidates, running reference checks, and issuing employment contracts.
- Sourced candidates through various job portals such as LinkedIn, and Taleo, and closed the vacancies.
- Conducted background check assessments, and screened candidates. Provided checklist & salary proposal.
- Created job postings & removed ads promptly on both external & internal job board sites.
- Maintained secure and accurate records of staff-related data such as payroll and leaves in the database to ensure all employment requirements were met.

HR-Admin and Member Technical Staff at HCL Technologies, Bangalore

- Developed the induction program for the recruits and implemented disciplinary policies.
- Provided support in establishing compensation plans and policies; prepared and maintained MOM. Managed the full and final settlement of employees.
- Organized training and career development for employees. Ensure the employees on the bench are assigned to projects for their respective domains.
- Supported successful delivery, and implementation of program and project management standards, processes, and guidelines and the continual development to meet organizational needs.
- Handled the customer billing data and did RAS (Resource assignation) and resource management reporting & analysis. Liaised with senior management and clients to identify project requirements.

Par Time Jobs

Part Time Central Bank Support Worker at Percy Hedly Foundation, Newcastle upon Tyne, UK

- Dedicated to improving the quality of life for vulnerable individuals.
- Provided extensive support in assessing individual needs and providing personal plans.
- Carried out service to the patients including counselling, crisis intervention, charting patient performance, and starting treatment plans.
- Effectively monitor patients, offering support and guiding patient group therapy sessions.

Part Time Booking Officer and Support Worker – Guardian Alliance Recruitment & Training, Bishop Auckland

- Worked as a part-time booking officer while studying MBA student at the University of Sunderland.
- Worked as an agency support and care worker for 20 Cygnet Healthcare sites in the Northeast & Yorkshire region.
- Provided support service to the users to achieve set goals following care regulations & plans.
- Documented and maintained accurate records of care provided. Maintained organization-agreed ways of working to promote trust and respect.
- Effectively communicate concepts and strategies clearly to colleagues. Worked with and sensitive to the needs of people from a variety of backgrounds.
- Assisted in medical welfare needs and safeguard issues to support both service users and staff and encouraged them to participate in daily therapeutic activities to reach their potential.
- Safeguarded the booking for various Cygnet sites. Conduct induction to newly joined candidates.

Certifications

- ✓ Advance Human Behaviour and Cognition
- ✓ CPI Verbal Intervention and Safety Intervention
- ✓ Cognitive Behavioural Therapy Certification Training

I.T Proficiency

Proficient in MS Office application (Word, Excel, PowerPoint, Email application & Internet).

Personal Details

Nationality	:	Indian
Date of Birth	:	03 rd April 1996
Marital Status	:	Married
Languages	:	English, Hindi
Reference	:	Mr. Anoop P Bhatia, HR Consultant, Arabian Search Agency



ANOOP P BHATIA
HR CONSULTANT


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 **WE ASSIST IN HIRING FILIPINO WORKERS DIRECT OR THROUGH AN PHILIPPINE AGENCY** 