



DHARSHINI

Executive -HR



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10, Balaji Bhavanam, Lic –colony street
(Selvapuram)

CARRER OBJECTIVE

To succeed in an environment of growth and earn a job that provides satisfaction and self-development and helps me achieve organizational goals.

EXPERIENCE

- 2021 – Present **Smart Stream Technology**
 - Handling the Complete recruitment cycle i.e., from Manpower Planning to hire a suitable candidate for IT and Non-IT requirements.
 - Attracting talent through job portals, Social Media Advertisements, employee referrals, Placement Agencies, and walk-ins.
 - Handling the recruitment team, delivering knowledge transfer to recruiters, and managing and allocating work to recruiters.
 - Involved in the Selection & Screening Process, Final Interviews, and salary Fitment

Manpower Planning & Recruitment Process

EDUCATION

- 2018- 2020
Master of Business Administration
Rathinam Institute of Management
- 2015-2018
Bachelor of Information Technology
Rathinam college of Arts and science

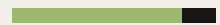
SKILLSET



Recruitment



Hr operations



MS- office



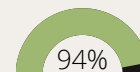
Operating system



LANGUAGE



English



Tamil



Telugu



Onboarding Formalities

- Onboarding the New joiners.
- Ensure all the arrangements and Facilities for the new Joiners.
- Complete the joining formalities i.e., collect the required documents, and create of login ID for attendance systems and HRMS Software

Attendance and Leave Records

- Keeping a track of the attendance of the employees.
- Maintain the manual attendance records.
- Calculate each employee's time excess.
- Filing the Leave records and keeping a track of the leaves taken.
- Seeing to it that there is not much time lapse on any given day.

Attendance and Payroll

- Maintain employee attendance in Time Management System and generate the attendance for the salary process
- To Coordinate with Deputy Manager HR for monthly payroll systems, and make necessary entries for new joiners
- Issuing Salary Slips
- Generate the salary details to the Zimyo software.

HR Operations and Administration

- Managing the entire branch's HR operations.
- Maintaining and updating the database of employees. Maintenance of personal records along with copies.
- Responsible for the employee database on the HRMS software.
- Verification of documents and employment screening / Background verification of newly joined employee's verification report.
- Manage the Business letters related to employees' offer & appointment Letters etc.,
- Full and Final Settlements (F&F) of exit employees, preparation of Retire documents.
- Configuration of employee Attendance Policies and Leave and holidays policy

Statutory Compliance

- Experience in Entire Payroll Activities
- Ensuring HR Compliance, and supporting HR Audits.

- 1 year and 6 months

BANNARIAMMAN RECRUITMENTS IN RATHINAM TECHPARK

- Internal and External recruitment
- Resume screening
- Pitching
- Handle the candidates.
- Post the ad in the job portal
- Conduct the telephonic interview
- Track the candidate
- Mail follow-ups and coordinate with the client over mail
- Social media connectivity
- Vendors follow-ups
- Conduct the one and one process
- Maintain the candidate details in an excel sheet
- Analyze the candidate's needs

Recruiter & Executive HR

RECOGNISATION & AWARDS

Awarded the BEST EMPLOYEE OF THE MONTH JUNE 2021 for OUTSTANDING PERFORMANCES.

INTERNSHIP

MBA - HR

- Completed internship in Purplepro IT solution India Pvt. Ltd., for one month of May and June 2019 in the field of Human resources and Marketing
- Internship in Rathinam groups for Two months of Feb to march 2020 in field of Assistant HR trainee