

K Seema

Vellore, Tamil Nadu

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Willing to relocate to: Chennai, Tamil Nadu - Bengaluru, Karnataka

Work Experience

HR Manager

Ebounty Retail Pvt Ltd - Vellore, Tamil Nadu

April 2022 to Present

Talent acquisition

On boarding

Orientation

Payroll

Attendance Management

ESI & PF Remittance

MIS

Admin responsibility

Off boarding

Exit interview

Full and final settlement

HR Executive

VIT University - Vellore, Tamil Nadu

June 2018 to October 2021

- Recruitment
- Scheduling interview
- Attendance management
- HR update
- Leave management
- Pay roll
- ESI
- EPF
- Medical insurance
- Exit process
- Full and final settlement.

Project Manager

SLNIT

November 2017 to April 2018

Counter Staff

Bluedart Pvt Ltd

August 2015 to April 2017

Areas of Responsibility:

- Maintaining human resources staff by recruiting, selecting, orienting, and training employees
- Managing the relationship with Job Portals as per SLA and explore better synergy.
- Responsibility for full recruitment life cycle across all functions as per SOP and TAT.
- Sourcing candidates across Recruitment Database, Job Portals, Social Media, Employee Referrals, Job Fairs, Campus interviews etc.
- Conducting competency based interviews either through Telephone/In-Person interactions.
- Offer Management including Negotiation, Reference Check, Background Verification and Relationship Management.
- Liaison with the HR Operations/Administration/IT/Learning & Development Team to ensure they are kept informed of all new hires and joining dates and respective inputs.
- Recruitment tracker management
- Preparing the employees for assignments by establishing and conducting orientation and training programs
- Assisting the new Joinee regarding Emp id, Mail id creation, ID card, allocating cabin and providing welcome kit.
- Maintaining digital and electronic records of employees. keeping past and current records by designing a filing and retrieval system
- Process owner for all Record Management pertaining to Employee's Personnel Files, Attendance Data, Leave Data, Salary payments etc. during the employee lifecycle for the regions.
- Processing of payroll, EPF remittance and ESI.
- Monthly/Annual Recruitment MIS.
- To manage and conduct all Employee Relations procedures with support from HR Operations on disciplinary, grievance, performance management and redundancies, Internal Complaints Committee.
- Conducting Exit interviews, coordinating with the employee's exit from the firm and tracking status of full & final settlement. Maintaining Complete termination paperwork.
- Supporting all internal and external HR related inquiries as requests.
- Contributing towards team effort by accomplishing related results as needed
- Performing all other HR & Admin related duties as assigned from time to time

Education

Masters in Business Administration in HR & Finance

JNTU - Anantapur, Andhra Pradesh

July 2013

Bachelor of Commerce in Computers

S.V University

March 2011

Skills / IT Skills

- Computer Application: MS-Office (Word, Excel, PowerPoint, Outlook).
- Tally 9
- Tally
- Human resources

- Recruiting
- Communication skills
- HR sourcing