Ajusha P

**HR associate**

* Email ajusha.aji@gmail.com
* 7418149270

 Padi, Chennai 600050

* linkedin.com/in/ajusha-p

# I am actively seeking a challenging position in a reputable organization to further my career in Human Resources. My passion for HR is supported by a solid academic record, and I'm particularly interested in roles related to talent acquisition and employee development. With three years of experience in financial reporting, I bring a unique perspective to HR, combining analytical and financial acumen with a service-oriented approach. My goal is to leverage my skills and experiences to contribute to the success of your organization and continue to expand my knowledge in the HR domain.

**Work Experience:**

1. **Tata Consultancy Services (**Nov 29, 2021 to Oct 31, 2023) (On contract from Genius consultancy)

**Role: HR Associate**

**Roles and responsibilities**

* Supported multiple HR professionals in ensuring compliance with company policies and procedures.
* Conducted recruitment for both IT and non-IT positions, including Java, .Net, PLSQL, React JS, BPS Hiring, MBA hiring, and Smart Hiring.
* Managed lateral hiring processes, focusing on niche skills and design hiring.
* Sourced potential job candidates from online portals and maintained communication with them.
* Suggested and recommended process improvements and collaborated with the team to develop innovative workflow solutions.
* Responded to inquiries related to company registration and campus hiring.
* Assisted in verifying new joiners' readiness for onboarding.
* Managed HR records, including résumés, applicant logs, and employee forms.
* Conducted initial phone/video screens to shortlist qualified candidates.
* Followed up with candidates to collect necessary documents and verify educational credentials.
* Calculated relevant experience based on the Phoenix tracker.
* Coordinated panel and candidate availability for the EP team.
* Issued offer letters to eligible candidates.
* Ensured the confidentiality of employee information.
* Acted as a point of contact for any questions or concerns from candidates or interviewers regarding scheduling and logistics.
* Established connections with college placement cells for campus and off-campus hiring activities.
* Completing pre-background check activities before moving profiles to background check agencies

# 2. Toppan Merrill (Aug 28, 2017 – Feb 8, 2019)

# Role: Finance Associate

## Roles and Responsibilities

* Manage workflow, communications and timelines for assigned clients on multiple, concurrent projects.
* Understand client prepared financial statements and create XBRL by mapping the financial statements to the standard U.S. GAAP taxonomy.
* Produce and prepare XBRL-formatted financial statements for client companies.
* Review and validate XBRL reports to ensure accuracy and quality standards.
* Provide financial services by understanding and organizing information in client financial disclosures and structuring the XBRL taxonomy accordingly.
* Participate in client meetings to present and explain XBRL information to the client personnel.
* Utilize the internal job management system to facilitate information workflow.
* To analyze financial statements and disclosures of US. Preparing financial report (Quarterly and Annual) as per US GAAP, IFRS and SEC guidelines.

1. **Data Tracks Services Limited** (June 16,2016 – July 31, 2017)

# *Role:* Financial Analyst

## Roles and Responsibilities

* Analysing financial statements and preparing reports for companies in different jurisdictions involves understanding and applying the accounting principles and regulations specific to each country. Here's an overview of the key steps for analyzing financial statements and preparing reports for companies in the US, India, and Singapore
* Leverage financial software and reporting tools that support the respective accounting standards and regulatory requirements of each country.

# XPITAX Solutions Private Limited. (Dec 14, 2015 to April 15, 2016 (On contract)

# *Role*: Taxation Executive

## Roles and Responsibilities

* Computing tax for Individuals, Corporate, Partnership Companies and Trusts.

Analyzing the reports, Processing and filing tax duly on time for US companies

* Computing and filing taxes for different types of entities in the United States involves understanding the specific tax regulations and requirements for each entity.

**PROJECTS**

**✓ *Study of an organization***

**Organization : Subisu, Vadapalani**

**Description in brief:** Analysed the company’s day to day activities and also analysed the operating efficiency, Liquidity and profitability of the firm.

***✓ A study on Employee job satisfaction***

**Organization: Chennai Port Trust, Chennai Port**

**Description in brief:** To analyse the level of employee job satisfaction in the organization. Provide the solution for improve the better job satisfaction

**Accadamic Excellence**

* **MBA (HR & Finance)**

Meenakshi Collage of Engineering (*07/2013 - 04/2015)*

* **B.Com**

A.M Jain college (*06/2010 - 04/2013)*

* **Higher Secondary School**

Kerala vidyalayam (*06/2008 - 05/2010)*

* **Senior Secondary**

Kerala Vidhyalayam (*06/2007 - 04/2008)*

**Major Achievements**

1. Madras University 7th Rank in Malayalam Subject on 2013.

2. Tamil Nadu State 1st in Malayalam poem writing in 2010

3. In B.com, Scored Department 1st and 2nd in 3rd and 4th semester.

**SKILLS**

* Recruitment
* US GAAP
* IND GAAP
* SGP GAAP
* IFRS
* Campus hiring
* Offer handling
* Bulk hiring
* Document verification
* Type writing
* Microsoft excel, word, PPT Basics
* Sourcing
* Telephonic interview
* Communication
* Appointments co-ordination

**Linguistic Skill**

* Malayalam: Read and write
* English: Read and write
* Tamil: Read and write

### DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

***Place*:** Chennai Signature

***Date*:**

AJUSHA P