



APARNA SHYAM SUNDER

MOBILE NUMBER-

+974-7071 9568

E-MAIL-

aparna.shyam7@gmail.com

PERSONAL DETAILS

Father Name:
Sri Shyam Sunder

DOB: 06.05.1995

Sex: Female

Nationality: Indian

Languages Known:
English, Hindi, and Malayalam

MaritalStatus: Single

Passport status: T3451255 Active

NativePlace: Kannur, Kerala
India

Visa Status: RP Holder.

Curriculum Vitae

PROFESSIONAL SUMMARY

To gain a dynamic and challenging role, intend to build a career with an organization, where in, I can implement my Theoretical, Logical, Technical skills in the practical real life environment with committed & dedicated people, that will offer the best opportunity for further development of my ability in an established firm with long term career growth possibilities.

Innovative, forward-thinking Human Resources Generalist with over 2 years of experience in the areas of performance management, benefits administration, hiring, employment law, and compensation and wage structure. Success developing and executing new hire orientations, maintaining employee databases and human resource information systems, and investigating employee grievances and providing appropriate resolutions. Dedicated and motivated to join a reputable, growth-oriented company as a human resources director.

WORK EXPERIENCE

Spice Route Business

Human Resource –Generalist

Bangalore Karnataka

April 2018- May 2019

Job description

- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Preparation of payroll report for clients, filing PF and Esi returns.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Hire employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Review employment applications and job orders to match applicants with job requirements.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Contact job applicants to inform them of the status of their applications.
- Interview job applicants to obtain information on work history, training, education, or job skills.
- Advise management on organizing, preparing, or implementing recruiting or retention programs.
- Schedule or administer skill, intelligence, psychological, or drug tests for current or prospective employees.

Seventh Sense Talent Solutions
Human Resources Learning and Development
Bangalore Karnataka
October 2017-March 2018

Job description

- Prepare training budget for department or organization.
- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Analyze training needs to develop new training programs or modify and improve existing programs.
- Conduct or arrange for ongoing technical training and personal development classes for staff members.
- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
- Conduct orientation sessions and arrange on-the-job training for new hires.
- Confer with management and conduct surveys to identify training needs based on projected production processes, changes, and other factors.
- Review and evaluate training and apprenticeship programs for compliance with government standards.

EDUCATION

Koshi's Group of Institutions, MBA
May. 2018
Field of study- Human Resources and Marketing.

Sree Narayana College, BBM
Aug. 2016
Field of study- Human Resources.

Ursuline Senior Secondary, Senior Secondary
Apr. 2013
Field of study- Senior Secondary.

Degree project:

Academic project on "[Academic project on Employee job satisfaction at Vasulal - Kannur.](#)"

This study is conducted to identify the job satisfaction of employees at Vasulal. The basic ingredients that make employees an asset for an organization are HRD, recruitment and job satisfaction. The employee's attitude towards the organization revolves on the job satisfaction towards their work environment for this reason the organization wanted to scope the job satisfaction of their employees.

Industrial Study on Mysore silk, Mysore Sandal and Nandini Milk – Karnataka

Exposure to better industrial and business practices in progressive economies.

Interaction with Guides and other person from the industry is motivating. Know business skills in a global context encouraging cultural interaction to learn better coordination between various Departments.

The industrial visit helps how to translate theory into practical.

During industrial visit, we feel very much satisfied by acquiring information of various departments & knowing many new things.

MBA project:

A study on Solid Waste Management in Kannur Municipality

To access qualitatively and quantitatively the solid waste being generated in the town and to examine the existing system of solid waste management, in large and small quantities of their merits and de-merits.

Milestone- This titled project got published on collage magazine and was selected by the management for the best project.

SKILLS

Ability to Work Under Pressure
Self-motivation
Time Management
Communication
Committed to work in project deadlines and schedules
Microsoft Office
Ability to work in a team

DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Aparna Shyam Sunder
