

CHITRA

HUMAN RESOURCES SPECIALIST

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PROFILE SUMMARY

A meticulous and organized individual who is Willing to work in an organization where I can express my abilities and enhance my overall skills and create impact in the growth of organization. Using my relevant experience and reliable knowledge, I am confident in managing the human resources in a company to sustain the most professional working environment.

PROFESSIONAL SKILL

- Leadership, Communication, Building Connections.
- Recruiting (Screening / Scheduling/ Releasing Offer)
- Team Building
- Team Handling
- Employee Connection

TECHNICAL SKILL

- Basics of Microsoft Excel, Word and Powerpoint.
 - Handled Darwin Box (HRMS Tool)
 - Editing (Video / poster)
 - Proficient with Canava designing tool
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EDUCATION

MBA (HR and Finance)

JAIN UNIVERSITY

Major in Human resources and Finance
overall: 80%

B.Com

VIDYAVAHINI FIRST GRADE COLLEGE

(Tumkur University)

Major in commerce and management
Graduated with 65%

WORK EXPERIENCE

HR ASSOCIATE

NoBroker

Responsibilities of recruitment process:

- Successfully worked full cycle recruiting – delivering high quality candidates.
- Responsible for people sourcing – Graduates Fresher
- Worked with Campus Colleges to Recruit candidates.
- Responsible for scheduling Interviews Directly with the Head Manager of the Team.
- Responsible for Identifying (Screening the candidate's resume), explaining the candidate about job responsibilities, salary and benefits of the job.
- Generated Offer and updated the candidate profile for final Onboarding.

Employee Engagement:

- Led and managed employee engagement activities plus surveys with more than 7+ teams and 1000+ employees.
 - Worked to bring the crowd on floor and conducting Fun Activities every week, wellness and CSR with the employees.
 - Implement procedures to measure results from communications and programmes for Events and Activities.
 - Worked in a fast paced, continuously evolving environment and always took on new challenges in this role.
 - Efficiently handled HR Intern and helped her to train in Employee Engagement.
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ACADEMIC PROJECTS**Monetary Incentives and employee relation:**

The main aim of this project was to show how monetary incentives drive an employee to be more effective and proactive leading to work satisfaction and alleviating the attrition rate in the company.

Team size: 2