

# ROBERT SMITH

## HR Executive/Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

HR Executive dedicated to continuous process improvement in the face of rapidly evolving and changing markets. Extremely results-oriented and proactive in addressing and resolving problems.

### CORE COMPETENCIES

MS Word, MS Excel.

### PROFESSIONAL EXPERIENCE

#### HR Executive/Manager

**ABC Corporation - January 2011 – August 2012**

##### Key Deliverables:

- Responsible for evaluating and selecting candidates through a structured recruitment process designed to obtain the best candidates.
- Shortlisting profiles by sourcing on job sites, vendors and employee reference.
- Accordingly coordinating with the Hiring Manager for technical and final rounds of interview.
- Responsible for the processing of documentation, background verification and medical formalities for new recruits in the company Interacting with the Hiring Manager for feedbacks.
- Maintain & update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports and software.
- Managing leave and attendance of the employee.
- Provide secretarial support to the top management and maintain confidentiality.

#### HR Executive

**ABC Corporation - March 2008 – October 2010**

##### Key Deliverables:

- Responsibilities Managing end to end of Joining and Separation formalities in coordination of ER function Carrying out the joining formalities for all new joiners and assigns E-Codes Helping the new joiners understand the policies and procedures and helping them to settle down in the company.
- Monitor and apply personnel policies and procedures.
- Assisting Regional Manager in executing day to day the personnel Pradeesh CV Tasks like Loans, Increments, Promotions, Transfers, Warnings, Suspensions, Terminations / Resignations & Final settlements Complete Leave Management Counsel the employees on.
- Scheduling the interview & conducting the initial interview.
- Issuing Offer letters to the selected candidates.

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- Generated HRMIS reports on a monthly basis regarding manpower strength and attrition data.
- Arrange and coordinate travel schedule & flight booking/meeting/accommodation arrangements.

### EDUCATION

Master of Arts in Sociology - (MK University - Madurai, Tamil Nadu)

