




SRUTHY S

HR ADMIN

Contact

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Profile

Experienced and self-motivated Human Resources Professional with more than five years of industry experience administering policies and procedures in the Human Resources Department. Knowledgeable about the recruitment process and effective organizational planning. Bringing forth a proven track record of successfully managing Human Resource efforts and serving as a crucial pillar of support for management and employees.

Education

- PGDHRM**
IGNOU
- Bachelor of Tourism Studies**
IGNOU

Work Experience

Vieroots Wellness Solutions Pvt. Ltd.
Jan 2021-Oct 2022
HR Admin

- Oversaw the recruiting and hiring process by conducting interviews and issuing the offer letters.
- Administered the on-boarding process of newly hired employees by conducting first day orientations to acquaint them with the company's operational procedures and policies.
- Processed payroll by collecting, calculating and entering data in the payroll information system.
- Proficiently utilized the company's HRIS system to enter, manage and monitor pertinent HR related information.
- Conducted a thorough investigation on complaints brought forward by employees such as discrimination claims and policy violations to come up with appropriate and prompt resolutions.
- Provided immediate response to all general inquiries regarding HR policies and compliance.
- Maintained confidentiality for all personnel files.
- Supported department managers to conduct the performance evaluation of employees.
- Conducted exit interviews documenting all feedback in accordance with the established HR standard operating procedures.
- Supervised the housekeeping section and monitored the utilization of office supplies.

Clevero

Mar 2018-Dec 2020

HR Executive

- Conducted the initial screening and sorting of job applications received and sending the shortlisted profiles to the HR manager.
- Assisted the finance department in processing the payroll.
- Supervised the housekeeping section and monitored the utilization of office supplies.
- Handled the office petty cash expenses.
- Monitored the attendance and leaves of employees.
- Provided assistance to the HR department in organizing campus placement drives.

Vadappilly Constructions

Jun 2016-July 2017

Office Administrator

- Prepared expense statements of various construction sites by coordinating with the supervisors.
- Maintained petty cash expenses of the office.
- Maintained confidentiality for all office files.
- Handled incoming and outgoing calls and emails.
- Coordinated with the site supervisors to check the requirements of the site.

Univerfind Logistics

Oct 2014-Dec 2015

Office Assistant

- Prepared sales invoices and quotations.
- Coordinated with courier agents to ensure timely delivery of products to the customers.
- Handled calls and emails.