

**Yashaswini U**  
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### **Career Objective**

To be a significant and consistent contributor to the HR functions of the organization and to be an active employee, enhancing responsibility and working with others as a team member, to achieve personal and organizational growth .

### **Work Experience**

Infosys BPM Ltd, Mysore  
Role – Senior Process Executive

Feb 2019 - Nov 2021

**Responsibilities** – End to End responsibility on handling **Milestone Process**.

- Worked as part of Human Resources Shared Services Team.
- Supporting backend operations for **Corporate HR**.
- Data Maintenance and Reporting.
- Connecting with **Senior Leadership** for employees Felicitation.
- Creating templates and rolling out felicitation celebrating mailers.
- Preparing **Budgets** for Milestone every quarterly.
- Ensuring Milestone gifts and Letters are delivered to employees on time.
- Coordination with vendor for payments, placing orders and tracking delivery status.
- Meeting SLA and Meeting client requirements.
- Helped in **automation** of Milestone process.
- Handling employee queries.
- Preparation & submission of daily, weekly & monthly reports related to Milestone.

Infosys - Bangalore

Dec 2021- Till date

**Responsibilities** – End to End responsibility on **Awards, Probation** and **exit** of Rolls- Royce's APAC Team Operations.

### **Roles -**

- Working as a Part of Global Business Service- Operations (GBS People Service- Operations)
- Updating employee's documents in **workday**.
- Updating OTP Payments to award winners in workday.
- Creating **service now** tickets.
- Rolling out **Probation confirmation Letters** to Candidates.
- Handling **exits** of employees by checking notice period shortfall, rolling out exit interview and exit checklist mailers to employees.
- Handling bulk redundancy cases.
- Clearing all queries and Spam cases in service now.
- Meeting SLA and Customer satisfaction.

**Software skills**

- MS Excel ( VLOOKUP,XLOOKUP,Etc)
- Service Now
- Workday
- MS Word (Digitran on Standard Operating Procedure, Creating Templates, Etc)
- MS Outlook 360
- MS Teams

**Strengths**

- Good **communication** skill
- Strongly committed to assigned work
- Sincere & supportive
- Reliable and responsible
- Adaptive
- Mentoring Team
- Interpersonal Skills
- Flexibly and open to learn any skill set
- Query Handling
- Motivating and Goal Oriented
- Vendor Management
- Proven ability to work in a team environment, being resourceful, self-directed and self-motivated
- Stakeholder Management

**Academic Qualification**

BBM Marimallappa Science and BBM College, Mysore

2018

**Interests and Hobbies**

Reading Novel  
Travelling  
Listening to Music

**Personal Details**

◆ Date of Birth	:	26.04.1997
◆ Nationality	:	Indian
◆ Gender	:	Female
◆ Languages known	:	English, Hindi, Kannada

**Declaration**

I hereby declare that all the information mentioned here are true and verifiable at any point of time.

**Yashaswini U**