

Chaithra Hejmady

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Profile:

I am a creative, self-motivated and talented professional with distinguished record of academic performance and professional achievements with 8+ year's qualitative experience. Easily build cohesion and inspire individuals to strive forward and take responsibility. I am consistently noted by management, co-workers and staff for superior job performance, creative work ethics and timely completion of tasks before the deadlines.

Work Experience :

Company Name : Krish Compusoft IT Global Services (Rysun)

Company Profile:

Krish Compusoft IT Global Services CMMI 5 is a global IT Consulting and Technology Services company with a niche in delivering quality solutions to customers across the globe. Serving for more than a decade and millions of man hours dedicated in delivering technology products and solutions.

Designation : Asst. HR Manager

Work Experience : February 2019 to April 2023

Job Profile:

Joining & Induction:-

1. Provide the joining formalities kit and collecting of all documents related to Education, ID
2. Coordinating with the support team for new joiners credentials as well system and their work location
3. Proofs, & Past Employer Experience.
4. Maintain the Personal Files of Individual. Opening the Salary Bank account.
5. Brief Induction Program: about the Company, General HR Admin and Reimbursement policies.
6. Issue the various types of letter to employees: Appointment/Confirmation/Transfer to On roll
7. Letters, Appraisal Letter, Relieving letter, Experience letter.

Monthly Reports:-

1. Managing Monthly Employee's ESI Challan to Submission.
2. Managing Monthly Employee's PF Challan to Submission.

Payroll:-

1. Make Salary Breakup.
2. Making list of Leave Approval for making adjustment from their leave balance.

3. Calculating their Daily All of Field/Office as per their attendance.

Exit Formalities:-

1. Communication with Ex- employees and resolving their queries & concern.

Welfare and Benefit Administration:-

1. Organizing the Birthday celebration, Festivals, Days & Gifts.

Employee Relations:-

1. Handling day to day HR activities.
2. Resolving Employee quires.
3. Conducting monthly employee meetings.

Talent Acquisition:-

1. Playing a role of Senior Manager, handling a team of 4 people.
Responsible for taking care of recruitment as well into operations.
2. Currently taking care of full cycle recruitment, sourcing, screening, interviewing and placing the candidates on board.
3. Developed prospect talent through creative sourcing techniques (Referral generation, networking, direct sourcing, and social media).
4. Preliminary short listing and scheduling the interviews of the prospective candidates.
5. Ability to effectively manage requisition and consistently meet performance metrics and goals.
6. Collaborating / communicating consistently to obtain feedback and ensure satisfaction with candidates and effectively expediting process flow.
7. Managing the presentation, selection, policy explanation, salary negotiation, offer, closing components involved.
8. Conducted Walk-in interviews.
9. Handled telephonic, online and practical interviews.
10. Responsible for new joiner's documentation.

Company Name : **Infinium Solutionz (AMNEX)**

Company Profile:

Infinium Solutionz is a CMMI Level III, certified organization and is primarily into providing various Enterprise Solutions for Transport & Logistics, Shipping & Port and Mining Sectors. Basically the company works on Global Positioning System (GPS), Radio Frequency Identification (RFID), Geographical Information System (GIS) Technology and IoT based solutions.

Designation : Recruitment Executive / Talent Acquisition.

Work Experience : December 2016 to December 2018

Job Profile:

- As per the requirement sourcing the candidates according to their skills using the job portals, social media, references, Walk-in interviews etc.
- Screening the candidates, scheduling the interviews accordingly with team members.
- Once the candidates are shortlisted taking the HR round.

- Verifying the documents, rolling out the offer accordingly as per the experience level.
- Sending the IT request regarding systems as well as sitting arrangements before the candidate is joined.
- Once the candidate is joined taking care of joining formalities, verifying the documents
- Introduction of new joiners to the team and taking them to the office tour. Sharing their credentials, coordinating with the IT department regarding their thumb impressions.
- Proceeding with the ex-employee verification.
- Coordinating with the vendors, whenever the events to be organized.
- Issuing the appointment letter.
- Coordinating with employees if there is any query in their documents.

Company Name : **United HR Solutions Pvt Ltd.**

Company Profile:

United HR Solutions Pvt Ltd. (Estd. 1986) focusing mostly in “Executive Search” for Managerial & Top management positions in all disciplines viz Finance, Marketing, Engineering, HR and IT.

Maintaining high standards of ethics and fair play has become, our working philosophy, which has helped us to meet our client’s requirements, thus building enduring relationships.

Designation : HR Executive cum Business Development.

Work Experience : July 2013 to February 2015.

Job Profile:

- Understanding the profile as per client’s requirement.
- Taking “Ownership of the assignment”.
- Sourcing the candidate as per his education, experience, salary bracket, age etc either from active data base or from the job portals i.e. from Naukri, Monster, Times & Shine.
- Screening the candidates as per the client’s requirement, explain them the job profile, giving them details about the company.
- Open and transparency communication with clients and candidates.
- Taking an assessment of the candidate to find out professional as well as his personal background.
- Arranging the interview either personal, telephonic or through Skype.
- Negotiating regarding salary package & other benefits.
- When candidate is selected sharing the offer letter which will be from the end of client.
- Coordinating with client as well as candidate until the joining date.

- Raise the bill as per the Terms signed.
- Approaching the Indian as well as Gulf companies i.e. for UAE and African companies and giving them introduction about my company.
- Marketing the service and product of the company.
- Explaining the rules and regulation of the company and making a tie up with them to become a healthy partner for a long term business.

Company Name : Nidhi Associates - Mangalore

Company Profile:

Nidhi Associates is one of the placement companies in Mangalore. Company provides candidates to various organizations as per the qualification of the candidate required by the respective organization.

Designation : HR Assistant

Working Experience : March 2011 to September 2012.

Job Profile:

- Coordinating with HR of our customer's company, explaining the rules and regulation of our company and having a tie up with them for placement of the right candidate in their organization.
- Giving the detailed information to candidates about our company.
- Checking the resumes of the candidates who are to be placed in various companies.
- Scrutiny of resumes and sorting it as per their qualification and requirement.
- Explaining the candidates about their job profile which is offered by the company.
- Recruiting the candidates according to the requirements of the company.

Qualification:

- Bachelor of Business Management in 2010 as Advanced Human Resource Management from St. Aloysius College, Mangalore - 67%
- PUC in 2007 at St. Aloysius College, Mangalore with a commerce background- 80.88%
- S.S.L.C in 2005 at St. Gerosa Girls High School, Mangalore-62.88%

Professional Qualification:

- Diploma in E-Business from Manipal Institute of Computer Education
- Computer proficiency in MS Office - Word, Excel, Power Point, Tally & Internet

Personal Profile:

DOB : 13/08/1989
Languages Known : English, Hindi & Kannada
Marital Status : Married
References : Available on request
Address : Jashodanagar, Ahmedabad

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