



Saumya Shanmughan

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OBJECTIVE:

To use my analytical and practical approach to take better decision and give my best that would help me in playing a pivotal role in the organization I am associated with. A Dynamic go-getter and result oriented person with versatility and adaptability is looking for **HR Generalist / Executive Profile**.

PROFILE SUMMARY:

- A company oriented professional with experience in recruiting, staffing, and retrenching people possesses Approx.4+ years' experience as HR & Admin Professional.
- Full Recruitment Cycle
- Team Player
- Relationship Management
- Efficient in interviewing and assessing the people.
- Expert in recruiting the people, according to the company's policy and requirement.
- Proficient in giving valuable decision and taking the feedback from the employees.
- Expert in taking the order from the seniors and giving the valuable suggestions.

PROFESSIONAL EXPERIENCE:

- **HR & Admin Officer at Devi Fabricators (March 2017 to Till Date)**

Main Job Responsibilities:

- ✓ All admin and HR activities involved in the company.
- ✓ Implement effective sourcing, screening and interviewing techniques
- ✓ Assess training needs and coordinate learning and development initiatives for all employees

- ✓ Monitor HR department
- ✓ Manage employees' grievances
- ✓ Create and run referral bonus programs
- ✓ Day to day activities of taking attendance making the entry
- ✓ Online tender filling, bidding
- ✓ Billing, quotations
- ✓ Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
- ✓ Coordinate and direct work activities for managers and employees
- ✓ Promote a positive and open work environment where employees feel comfortable speaking up about issues
- ✓ Manage and supervise other staff, ensuring they are assigned and carry out proper tasks

• **Business Consultant / HR Recruiter (May 2015 To January 2017)**

Main Job Responsibilities:

- ✓ Analyze the quality people and contact them through phone, Email.
- ✓ Sourcing the Right candidate
- ✓ Interviewing and testing according to the clients requirement
- ✓ Matching candidates to jobs to build a pool of potential applicants
- ✓ Screening and shortlisting candidates for employers to interview
- ✓ Building relationships with employers and job seekers
- ✓ Maintain the existing employees and take the feedback from them.
- ✓ Meeting targets for vacancies filled and people placed
- ✓ Keeping records
- ✓ Negotiating
- ✓ Present the suggestions for the seniors of employees and implement their order.
- ✓ Head Hunting etc.

PART TIME WORK EXPERIENCE:

- 22 Months of teaching as Assistant Teacher at Sagar Group Tuitions
- 2 Months of Field work practice at Bandhani village (Anand)
- 2 Months of Field work practice at Urban Community Development (Anand Nagarpalika)
- 2 Months internship with **Amul dairy (Anand) in HR Department**
- 2 Months internship at **Tarasafe International Pvt. Ltd in HR Department**

ACADEMIC CREDENTIALS:

MHRM (Masters of human resource management)

Institute of Language Studies and Applied Social Science,

Sardar Patel University with **88.8%**

BACHELORS OF COMMERCE

R.J.Tibrewal Commerce College

Gujarat University, 60 %

STRENGTHS

- Confident to take up challenging work and accomplish them
- Positive attitude
- Active listener
- Leadership skill
- Adaptability

Paper Presented / Workshop / Seminars:

- Labor Legislations in India
- Recent trends in HRM and Social wok
- Re-inventing HRM Challenges and New Directions

Achievements:

- Awarded 1st prize at Ahmedabad Kerala Samajam's Cultural Programme
- Awarded 2nd prize in **Essay Competition** Arranged by **Gujarat Government Department of Information,2015**
- Awarded as **Jewel Of Institute Of Language Studies And Applied Social Sciences**

(Saumya Shanmughan)