



REVATHY S.


## Career Objective :-

To be associated with a firm, that will provide me career development opportunities and allow me to aid in the development of the firm by providing the necessary skills required to reach the firm's goals.


Experienced HR assistant seeking an HR role that allows for continued education and advancement. Eager to work at an organization with consistently high employee satisfaction ratings. Hoping to apply skills to continually advance policies and improve communication between employees and management.

Hence, seeking for a best responsible position with **ample of** opportunity for growth and advancement of current organization **nature**.

## Industry Exposure/Domain Specialization:-

Phone  :-  
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E-Mail  :-  
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**Permanent Address**  :-  
G05, Srinivasa Apartment, Ananth Nagar  
11th Cross Street, Phase-II **Huskur Gate**,  
**Electronic City, Bangalore, India.**  
Zip Code: - 560 100

7 +years

Sept.2022 – Aug. 2023 YGK Technologies Pvt. Ltd.

May.2017 – May. 2018 HP (Hewlett Packard) Pvt. Ltd.

Jan. 2012 – Oct. 2015 ACS Pvt. Ltd.

Sept. 2007 – Aug. 2009 Eagle Software India Pvt. LTD.

## Education:-

❖ **Madurai Kamaraj University, Madurai, Tamil Nadu.**

Completed, Master's in Business Administration (**M.B.A**) in **HR Dept.**

Affiliated Anna University board.

(C.G.P.A) :- 60%

❖ **Madras University, Chennai, Tamil Nadu.**

Completed, Bachelor's in Business administration (**B.B.A**) in Commerce group.

Affiliated Madras University board

(C.G.P.A) :- 60%

❖ **Govt. polytechnic College, Chennai, Tamil Nadu.**

Completed, Diploma in Computer Application Dept.

Affiliated Madras University board

(C.G.P.A) :- 75%

## Certifications :-

- Pursued Certification Course in PYTHON (Core & Advance), MySQL & Selenium from Besant Technologies Institute, Bangalore.
  - **Certified Professional in Python Programming**

**Participated & involved in Several Training Program's like: -**

■ MySQL ■ Python ■ C , C++ ■ Fox Pro ■ MS Dos

## Skill Highlights : -

- MS Word
- MS Excel
- MS Presentation (pptx)
- MS Office
- Basics of Python
- Basics of SQL etc..

### Areas of Expertise :-

Recruiting.

On-Boarding & records  
Verification/validation

Performance Management &  
Communication skills

Ability to analyze Complex technical  
information/Collaboration

Leadership, Training & Good decision  
Making

### Tools Proficiency :-

1) Applicant Tracking Systems(ATS)

2) Automated Payroll Management  
Processes

3) HRIS (Human resource Information  
systems) application

4) Microsoft Outlook Application

### Soft Skills :-

- 1) Approaching with positive attitude.
- 2) Quick learner.
- 3) Good team player.
- 4) Self Motivator.
- 5) Creativity
- 6) Active Listener.

### Future Goals:-

- To excel & advance in professional development
- Leveraging technology for HR operations management
- Mentoring & Keen in understanding about SMART goal
- Create an inclusive workplace

## Languages known:-

Mother Tongue:- Tamil

#	Languages	Read	Write	Speak
1	English	☑	☑	☑
2	Tamil	☑	☑	☑
3	Saurashtra	✗	✗	☑
4	Kannada	✗	✗	☑
5	Telugu	✗	✗	☑
6	Malayalam	✗	✗	☑

## Hobbies :-

#	Hobbies: -
1	Helpful in Career guidance as a Mentor for individuals.
2	Devotional and Enthusiastic Speaker
3	Good listener for Inspiring Motivational videos.

## Personal details :-

**PASSPORT Status:** Available.

## Work Experience's: -

### **YGK Technologies Pvt Ltd. (Lead HR Operation)**

*From 14<sup>th</sup> Sept. 2022 – 30<sup>th</sup> Aug. 2023*

#### Highlights: -

- Identifies staffing needs.
- Writes job descriptions for needed positions.
- Creates a recruitment network on social media and other mediums.
- Screens and interviews candidates.
- Screen incoming resumes and application forms.
- Interview candidates (via phone, video and in-person).
- Provide shortlists of qualified candidates to hiring managers.
- Send job offer emails and answer queries about compensation and benefits
- ID Cards Issuance.
- Joining formalities & Exiting formalities.
- Attendance and Leave management.

### **HP (Hewlett Packard) Pvt Ltd. (HR Co-Coordinator)**

*from May 2017 – May 2018 (1+ year of Experience)*

#### Highlights: -

- Induction training coordinator for new employees.
- Time Office Administration.
- Induction Training for New Joiners.
- General Administration.
- Organizing & Conducting Meeting with Contract labours.
- Assisting for preparation of MIS Report Daily/Monthly.
- Salary Process Management.

### **ACS Pvt. Ltd. (HR Assistance)**

*from Jan '2012 – Till Oct '2015 (3 + years of experience)*

#### Highlights: -

- Calling the operator for interview by telephone.
- Taking interviews to the candidates on regular intervals.
- Interview forms filling, test, conducting, and evaluation of test papers.
- Informing the candidates for Medical test.
- Informing candidates for joining.
- Following joined candidates and new candidates joining.
- Coordinating with department windows about the manpower Calculation.
- Communicating the department about new Employees
- Issuing offer letters for the new candidates.

## Declaration : -

I hereby declare that the information furnished above is true & correct to the best of my knowledge and belief.

(--Revathy.S)