Aarthi Gk

Ph: 919597 737571

email Id: [gk.aarthi1@gmail.com](mailto:gk.aarthi1@gmail.com)

**28-15A Thirunagar 1st Cross north**

**Hasthampatty,Salem-636006**

*Objective*

To be part of a professional Management Team where challenges pull the best out of me thereby enhancing and enriching my knowledge and experience, in the process channeling the skills acquired through my earlier assignments. Driven by knowledge and depth of work experience that allows me to draw rational and logical decisions, manage relationships and deliver end results, contributing directly to the organization’s bottom line.

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| **Sona College of Technology**  **Salem,Tamil Nadu** | **Position** | Senior Manager HR |
|  | **Period:** | June 26th 2014–Till 3rd August 2020 |

*Roles & Responsibilities*

* To develops Human Resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions.
* Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
* To comply with local legal requirements by studying existing and new rules; anticipating rules; enforcing adherence to requirements; suggesting management on needed actions.
* To comply with Anna University/AICTE/UGC regulations/ ISO audits.
* To be a part in developing department and organization reputation by accepting ownership for accomplishing new and different requests.
* Developing and implementing HR initiatives in line with organizational objectives.
* Develop Employee engagement, compensation and benefits, talent management HR information systems and financial planning of the departments.
* Develop and implement Polices.
* Branding/Hiring staff and negotiating agreements.
* Performance review and Appraisal.

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| **Excel Group of Institutions** | **Position** | Sr.Soft skill Trainer |
| Nammakal | **Period:** | July 13th 2012 –Till 8th May 2014 |

* My main responsibility is to train the students of Excel Group Institutions. Students from 2nd,3rd and final year were trained on Basic English and also advanced English
* My primary role was to train faculties who are joining Excel Group Institutions on BEC Level one.
* I have trained188 faculties on BEC with 98%pass result, also 82 students from First years are trained on BEC.
* FDP were conducted on need-based topics from the respective department.

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| **Vee Technologies** | **Position** | Asst. Manager -HR |
| Salem | **Period:** | August 19th 2010 –Till 31st March 2012 |

* In-charge of Salem Unit with a Team on seven HR-Executives under me.
* Performance Management of the employees
* Appraisal
* Grievance Handling
* Training & Development
* Employee Engagement

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| **VIT University** | **Position** | HR Officer |
| Vellore | **Period:** | November 11th 2008 –August 16th 2010 |

* Given Proper understanding of the Requirements.
* Primary responsibilities are in Recruitment & Selection. Planning & Preparing calendar
* Overall responsibility of Recruitment across functions.
* Employee Grievances Handling.
* Designing & Implementing Incentive Schemes
* Keeping track of Employee referrals.
* Ability to prioritize and multi-task in a fast paced environment.
* Performance Appraisal monitoring and management are part of my job profile.

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| **MAK V3 Info Tech Pvt. Limited** | **Position:** | Director –HR Dept |
| Salem | **Period:** | May 16th2006 to April 5th2008 |

* Given Proper understanding of the Project and the Requirements
* Strategic Manpower Planning for the given project.
* Delegate assignments to HR-Team (Team size-7)
* Employee Grievances Handling.
* Designing & Implementing Incentive Schemes
* Keeping track of Employee referrals.
* Ability to prioritize and multi-task in a fast paced environment.

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| **Hinduja TMT Limited** | **Position:** | Claim processor Grade -3 |
| Bangalore | **Period:** | 3rd December 2001 – 22nd March2006 |

* Responsible for assigned target.
* Ability to work with all levels in an organization
* Counseling and Conducting Interviews.
* Lead a team of 15 members
* Transition of the process and training team members to work on the new process.
* Conducting training programme on new updates.
* Maintained ***100% quality consecutively for a period of 10 months*** with very good production.
* Weekly calls with clients to discuss progress and concerns. Updating daily audit reports & preparing weekly and monthly reports.

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| **Aircel Ltd.** | **Position:** | Executive HR |
| Salem. | **Period:** | 3rd May 1999 to 31st July 2000 |

* Ensuring all employees in the region has been inducted.
* Co-ordinating and scheduling induction programmes.
* Training the Team on the assigned Project.
* Getting the Feed back/working on same.
* Action plans on quality issues.
* Planning weekly meeting to understand individual’s and teams performance.

*Educational Qualification*

* **\*\*PHD-Synopsis submission November”2020**
* **PG in Human Resources Management from Pondicherry University**
* **B.A. Education from Delhi University.**
* **Secretarial course from Janaki Devi Maha Vidyalaya - Delhi**

*Personal Profile*

Name Aarthi gk

**Date of birth 28-11-1971**

**Linguistic Proficiency English, Tamil, Telugu, Kannada, and Hindi**

**Marital status Married**

**Nationality Indian**