

Sathya Srinivasan

+91 – 9361243026
sathyashri912@gmail.com

EXPERIENCE

Sr. HR-Executive

Keller Ground Engineering India Pvt. Ltd.

Jan 2010 - Dec 2016 Chennai, India

- Streamlined Absenteeism through proper Leave Management template for all Employees & given accurate input for processing Payroll.
- Ensured smooth implementation of Training programs. Planned, organized, facilitated Training events and Employee Development.
- Streamlined the onboarding process for all new employees.
- Team with HR Manager in implementing key HR activities e.g. succession planning, talent management.
- Passionate to create a great place to work.
- Provided guidance on the creation & implementation of HR Processes & Policies.
- Capability of facilitating ELC - Employee Life Cycle processes.

HR & Administration

Al Tayer

Nov 2006 - Nov 2008 Dubai, UAE

Al Tayer is a pioneer group of Companies in motors for Ford, cosmetics, Logistics, travel, etc.

- Proficient in managing the recruitment process including sourcing, screening, and shortlisting the candidates.
- Coordinated with the shipping department to track all relevant incoming shipments and follow up on supplier's invoices.

LANGUAGES

Tamil	Native	●●●●●
English	Intermediate	●●●●●
Hindi	Beginner	●●●●●
Arabic	Beginner	●●●●●

ACADEMIC CREDENTIALS

MBA –Finance [2010]
Madras University, Chennai.

B.Sc., –Bio-Chemistry [2005]
SRM University, Chennai.

CERTIFICATIONS & SKILLS

Completed Advanced HRBP Course

In June 2023 Institute – CHRMP

TOPICS COVERED: Job Analysis, Learning & Development, Compensation and Benefits Planning, Competency Mapping, Behavioural Event Interview, Performance Appraisal, HR Operations, Employee Engagement, Talent Acquisition, and HR Policies.

Proficiency in MS word, Excel and Powerpoint, and have Basic knowledge about Pivot Table.

Soft skills like Attention to detail, Communication skill, Interpersonal skills, etc.

PERSONAL GLIMPSES

Date of Birth : 14-05-1985
Marital Status : Married.
Sex : Female
Nationality : Indian
Address : Porur, Chennai.

DECLARATION

I hereby declare above information furnished is true to the best of my knowledge.

Date:

Place: Chennai