 RESUME

Email Id : [shobha.k471@gmail.com](mailto:shobha.k471@gmail.com) / shobha24365@gmail.com

Mobile No: 7386421751, 9490688511

**Objective :**

Looking for a challenging position where I can effectively contribute skills as engineering and Technical professional, processing component technical skills.

**Personal Skills:**

* Motivating people.
* In facing various challenging situations with smarter approach
* Highly self disciplined & Organized
* Data Management skills
* Reporting and maintaining the advanced Excel sheets up to date
* Benefits Negotiation skills
* Good Leader ship qualities & Team management skills
* Adopting nature
* Willing to learn new technologies
* Having Enthusiasm to work in rotational shifts
* Good communication skills

**Experience:**

* Got Merit certificate in

**Midasis Technologies India Pvt Ltd HR Executive May 2014 – July 2015**

I Have around 1+ years of experience in the US IT staffing industry. As an HR professional, managing a broad range of HR functions including payroll administration, HRMS database management, personal file management, HR policy development, employee screening/hiring/orientation, and staff training/development programs.

* Staff Recruitment and Retention.
* Employee joining formalities
* Background verifications of new joinees.
* Coordinating with Bank for employees Account opening, issuing ID cards.
* Employee Engagement
* Performance Management
* Generating monthly attendance reports for payroll.
* Payroll Administration
* HRMS Database Administration
* Program and Event Management
* Preparing Employment offer/Appointment letter/Experience letter.
* Conducting Semi Monthly meetings.
* Making sure that the consultant will be on board the project once the confirmation of the project comes.
* Involves in documentation which required for starting the project.
* Reviewing Sub contracting Agreements of Vendors and negotiate on few clauses which include Insurance part, payment terms, and Prior Notice period for the termination Agreement.
* Coordinate with US employees for clearing Drug Test, background verifications.
* Verifying employee eligibility through E-Verify.
* Submitting the required documents i.e. Certificate of formation, Good standing certificate, W9 form, I9 form, employees’ paystubs, Certificate of Insurance to Vendors for vendor ship approval.
* Drafting Experience letters, and Employment Verification letters on the request of the employee.
* Filing of I-9, W-4 Forms and other documents required.
* Supporting consultants for H1 process in getting required documents like client letter from Client.
* Keep constant touch with the Consultant’s over the call & through emails on regular basis to build up the repo and to give the assurance that some once is there who will take care of their concerns.
* Timesheet follow up and review.
* Invoice generation.
* Solving Invoice related issues raised by Vendors.
* Payments follow up and collections.
* Solving queries of employees on Payroll.
* Acting as single point of contact for the consultant’s & the employer companies of the consultant’s for all the business related issues.
* Updating Paychecks Department regarding the changes for Payroll if any.
* Vendor supplier Management.
* Reports generation as per the management requirement.
* Updating regular updates regarding interviews to Management.

**Accounts:**

* Applying for Received payments, Bill Payments from Collection report in **Quick Books file**.
* Updating Credit card bills in QB File.
* Raising Credit Memos.
* Making Journal Entries.

Generating Collection Report Monthly and share it to the Accounts Department

**Educational Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **Disciples** | **School/college** | **Board/University** | **Year of**  **Passing** | **Percentage** |
| **M. Tech** | Digital Electronics&  Communication  Systems(DECS) | Arjun College Of Technology& Sciences,  Hyderabad. | Jawaharlal Nehru  Technological  University,  Hyderabad, TG. | Pursuing | **----** |
| **B. Tech** | Electronic  Communication  on Engineering | Nova College Of Engineering&  Technology,  Hyderabad. | Jawaharlal Nehru  Technological  University,  Hyderabad, AP. | 2014 | 75.9 |
| **Inter** | MPC | Sri Chaitanya  Junior, College, Hyderabad. | Board of Intermediate  Education. AP | 2010 | 82.5 |
| **SSC** |  | Nirmala -Vidyalayam, Kalwakurthy. | Board of SSC Examination, Ap. | 2008 | 75.0 |

**Technical Skills:**

* Operating System : Windows family
* Office suit of : MS office (Word, Excel, Power point).
* Working knowledge : Mat lab, Linux ,VHDL , Masm, Tasm.
* ProgrammingLanguages known : C,C++ & DS, Objective c
* Subject Knowledge : Circuit theory & Networks, Signals & Systems, AC & DC Communications, Electronic devices and circuits ,VLSI Systems, Embedded Systems,Control systems**,** Digital signal processing, MP&MC, Image & Video Processing, Coding Theory and Techniques, Optical Communications, Wireless communications and Networks, Radar signal processing,

**Certificates:**

* Actively participated in “IIT Bombay Robot Fest” in our college.
* Participated in Circuit Expo event in “Nova College of Engineering &Technology”.

**Achievements:**

* Got Merit certificate in Technical Quiz in our college Tech fest-2013.
* Got first prize in ELECTIVES conducted under school level.

**Project work s:**

**Main Project: “**ACCUMULATER BASED THREE BIT WEIGHT PATTERN GENERATER”

**Academic project.2:**

**1. Role :** Team Leader

**2. Description :** Hard to detect faults in integrated circuits normally but by adding this generator , systems can easily detect and correct. Which can be used to eliminate errors, hard ware cost and consumes low power compared to BIST method by using three weight patterns they are 0,1,0.5.

**3. Platform :** VLSI Technology

**4. Team size :** 4 members

**Mini Project:”**DTMF BASED HOME APPLIANCES CONTROLLER”.

**Academic project.1:**

**1. Role :** Team Leader

**2. Description :** Security & Simultaneous handling by switching providing to electronic appliances by setting DTMF based embedded mobile in the home, by setting a particular code address to each device.

**3. Platform :** Embedded Systems and Microcontroller.

**4. Team size :** 4 members

**DECLARATION:**

I do here by declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: 10 -11-2015, Your sincerely,

Place: Hyderabad Kankanala Shobha.