

Supriya Sharma

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Seeking assignments in Human Resource Management, Payroll & Compensation, Employee engagement, Recruitment, Employee Relations, with a leading organisation.

A Brief Overview:

- **A dynamic professional with quality experience of 3.5 years in Human Resource Management, Technical recruitment, Central Operations Department in letter's team as Executive (Payroll).**
- Working as a technical recruiter in **Emids Technologies, Bangalore** since July 2021. Handling all type of latest technologies like GCP, AWS, Azzure Salesforce, ReactJS, Java Full Stack, .Net, Scala, RPA and Rookie Hiring etc
- Posses strong interpersonal, communication and analytical skills with demonstrated abilities in getting along with employees and colleagues.
- Worked as a HR Recruiter in **Xmplarie IT Consulting Pvt Ltd, Bangalore**, from OCT 2011 to Dec 2011.
- Completed internship in HR from **Acculogix, Bangalore** from Feb 01 2012 till March 15th 2012- Worked on designing of templates for the actual forms used by the HR Department.
- Have strong academic record with professional MBA degree in HR.

Areas of Exposure/Work Exp:

Technical Recruiter – Emids Technologies – July 2021 – till date

Responsibilities

- Doing End to End recruitment, starting from analysing the requirements, searching profiles, interacting with candidates, scheduling the initial interviews, uploading the data on green house, scheduling DM rounds, following up with technical teams on feedback, following up with DMs on the final feedbacks, creating offer letters, following approvals from all required teams, send the offers to candidates, following up with candidates on acceptance and final closing the RRs.

- Meeting with Human Resources to have a full-scale understanding of hiring needs and available positions within the company
- Actively working toward building a diverse and qualified tech team to support the organization
- Participating in meetings with hiring managers to determine vacant tech-related positions and the preferred attributes for potential hires
- Using standardized screening techniques, Assess the skills, qualifications and experience of potential candidates.
- Conduct preliminary interviews with recruits to gauge interest, personality and salary requirements
- Provide feedback to management about details regarding applications.
- Ensure proper onboarding for new hires and the necessary paperwork is completed promptly and accurately.
- Performing pre-screening calls to analyze applicants abilities
- Assess shortlisted candidates using assessments/questionnaires.
- Source potential candidates on niche platforms, like LinkedIn, Indeed.
- Parse specialized skills and qualifications to screen IT resumes
- Perform pre-screening calls to analyze applicants abilities.
- Interview candidates combining various methods (e.g. structured interviews, technical assessments and behavioral questions)
- Coordinating with IT team leaders to forecast department goals and hiring needs
- Conducting job and task analyses to document job duties and requirements
- Keep up-to-date with new technological trends and products

HR Scheduler – Accenture (2COM Consulting Pvt.Ltd) – (May 2021 to Aug 2021)

- Worked on niche skills in Sourcing and scheduling team
- Used Job Portals Naukri and LinkedIn to get the suitable source for the requirement
- Coordinating with scheduling team, using Funnel effectively and various portals, social media and taking forward as per the requirement.

Executive-Central Operations-CIA Department in TEAMLEASE (June 2012 to July 2013)

- Starting from basic salary negotiation to the final remittance of salary.
- Ensuring the authenticity of the reports related with Salary and compensation.
- Ability to develop a working relationship and effective communications with the client point of contact/associates & TeamLease departments.
- Maintains clear channels of communication with clients/associates and TeamLease representatives.
- Keep track of all the day-to-day issues at the client site (clients or associates) and ensure effective follow up and coordination with the central team at Bangalore till resolution is provided without any escalation directly by the client.
- Gradually enhanced self-knowledge on handling associates and their queries

independently.

- Effective resolution to associates / client enquires - Resolve all the concerns raised by the associates or the client by coordinating with our Departments. (Legal, Finance, Operations, etc.)
- Maintain basic knowledge of Labour welfare policies and application of the same – like PF, ESIC, Insurance, LWF and company compliance standards
- Able to educate and impart knowledge to the associates on all welfare, TeamLease policies and programs
- To maintain high quality standards
- To participate in developing plans for improving customer satisfaction levels
- Maintain timely communication with his/her supervisors and client contact as and when required and necessary with accurate information
- Ensures customer satisfaction by meeting desired job goals adhering to compliance, policy and procedures and system knowledge
- Ability to effectively cope with stressful situations in a highly productive environment
- Consistently follows company policies and practices regarding attendance, performance, etc.
- Organizes work schedules in a production environment to ensure appropriate coverage and maintains s required staffed hours
- Performs other duties as assigned by his TeamLease supervisor.
- Induction & Joining Formalities – Associates taken through a formal induction including an understanding about Team Lease (Ensuring his joining formalities are completed, all the statutory forms are filled, Bank Accounts opened and ID cards issued, also educate associates on the contact centre numbers.
- Payment Follow Up – Follow up with the client to ensure payments are made on time & salary of the associates are released on time.
- Performance appraisal and grievance handling.

HRExecutive in Xmplarie (Oct 2011 to Dec 2011) Internship

- Sourcing for the suitable profiles through various channels including portals, walk-ins, and head hunting, internal and external referrals and through external agencies.
- Responsible for sourcing, screening and interviewing candidates.
- Identified, recruited, screened, interviewed and successfully on-board the industry' s top talent for a variety of IT related positions.
- Worked with recruitment staff, management, human resources team in the recruitment process, provided feedback for process improvement.
- Coordination and conduction of interviews for various entry, middle and senior level positions, salary fitment, offer negotiations, online offer processing etc.
- On Boarding of employees, joining formalities, coordination for induction, appointment.

Education:

- **MBA in HR and Marketing** from Krupanidhi Business School, Bangalore with first class.
- Graduated in Bachelor of Commerce from Kuvempu University with first class.
- Higher Secondary from Saraswati Vidya Mandir from Fatehabad, Haryana with first class.

Academic Project:

Title : Designing of templates for the actual forms used by the HR department (Acculogix, **Bangalore**)

Duration : 40 Days

Description : The scope of the project was to do a research on the different forms used by employees of Acculogix and then design online templates for the development team

- Attended a one day workshop, organized by the college, at a Auto Parts Manufacturing Company in Bangkok, Thailand.
- Attended one day workshop on business etiquettes and business communication, Mysore [organized by college].
- Attended a Management seminar at Infosys Mysore Campus in Dec 2011

ACHIEVEMENTS:

- Awarded **STAR PERFORMER** in Teamlease twice.
- Participated and won prizes in dance competitions.
- Member of Cultural group in Krupanidhi College during first and second year MBA.
- Won prize as “ all-rounder fresher” at the fresher’ s welcome program in Krupanidhi College.
- Scored First Position in MBA 1st semester.

Computer Knowledge

- Microsoft Office- Word, Excel
- E-searching profiles in job portals like Naukri, monster, LinkedIn, Indeed.
- Talisma CRM tool. With Talisma CRM products, constituents can engage your organization and services using their preferred communication channels, whether they are digital channels (like email, Web portal, SMS text, or chat), or traditional channels (like phone, face-to-face interactions, and letters). The key to effective service is having

a complete history of interactions across these touchpoints whenever a student, parent, donor, patient, alumnus, or patron contacts you.

- Green House -GH Tool- Managing Requirement details, sources's details, adding profiles, scheduling interviews, managing feedbacks and offering the candidates and managing referrals also.
- Associate Life Cycle System (ALCS). It is a customized in-house web centric module with 24/7 access to a centralized HR database with standardize operational process to ensuring a uniform delivery. It allows to:
 - Generate Joining kit online
 - Manage Associates
 - Associate Masters
 - Track Attendance & Leave
 - Performance Management & Appraisal
 - Associate communication
 - Query management
 - Reports & MIS
 - Exit formalities
- Ability to work effectively and efficiently under tight deadlines, high volumes and multiple assignments.
- Microsoft Office – Excel, PowerPoint and Excel
- Problem Solving Skills
- Knowledge of Software Lifecycle
- Knowledge of the end to end recruitment process.
- Knowledge of the functions of HRM.

Date of Birth	:	05 th Feb 1990
Mailing Address	:	#106, Rayasandra main road, rayasandra, Bangalore-99
Languages	:	English, Hindi
Hobbies	:	Dancing, Travelling, Trekking etc

Supriya

Sharma

Bangalore