

Name: Anita Chimkode

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Other Details:

Father Name : Krishnapa Chimkode

Gender : Female

Nationality : Indian

Marital Status : Single

Languages Known:

English, Hindi,Kannada.

OBJECTIVE

To Utilize My Qualification and Experience in Optimum Way For Growing with the Organization and Accomplish its Goal Through Personal as well as Group Commitments.

EDUCATION

Post Graduation: Master of Business Administration (2010-2012) done at Regional Institute of Co-operative Management, Bangalore.

PROFESSIONAL CERTIFICATION

- Certified “**Human Resource Development**” Training at Govt First Grade College.
- Certified “**HR Generalist**” Training at Salvin Info Systems.
- Certified “**Corporate Accountant**” Training at Salvin Info Systems.

PROJECT WORK

- A Project Report on Cost Analysis in B.S.S.K.Ltd(BBM)
- A Study on Organizational Study of MGSSK. Ltd
- A Project Report on “Equity investment & Equity Trading in Secondary Market(MBA 4th Sem)

PERSONAL STRENGTH

- Self confidence
- Relation Build Capacity
- Positive Attitude

TECHNICAL SKILLS

1. MS-Office
2. MS-Excel
3. MS-power point (PPT)
4. C Programming
5. Tally 7.2 & Tally ERP 9
6. Saral Paypack (Software Payroll)
7. Oracle ERP System & Keka App

WORK EXPERIENCE

❖ 3 Month Experience as “ HR Executive ” at AGX Retail Solutions Pvt.Ltd.

Designation:- **HR Executive**

Duration :- 05- june-2023 to till date

Working as HR Executive, Responsible for

- Resourcing, Screeing and short listing resumes through various job portals or else internal reference,
- Short listing the resumes based on desire skills and experience
- Advertising vacancies, screening and short listing resumes
- Conducting telephone and personal interview in coordination with department heads
- Preparing offer letter,
- Responsible For Sharing Welcome Onboarding Mail to New Joiners including Joining Formalites, & Onboarding Check List.
- Creating User profile for new joinees. In Kekka App
- Responsible For Employess Documents Verify
- Preparing the appointment Letter.
- Reponsible for Sharing Details of Access card/ID to the respectiveTeam
- Compilation & processing of attendance data in attendance System
- Processing Monthly attendance musters for employees
- Responsible For Sharing New Joiners Allsec Report (Salary Input File) PAN India
- Maintaing employees personal file and records, communicating HR Policies across the organization at all levels
- Employee database management - Make additions /deletions in the ERP(Keka) as and when changes occur.
- Tracking attendance & leave records PF records
- Keeping tracking of Confirmation, Appraisals, and Increments of employees
- Preparing Various of Letters Offer Letter, appointment letter Confirmation Letters, Relieving Letter, Experience Letter etc.
- Providing MIS on completion and pending review to HR head
- Employee bonding programmes (celebration of birthday, work anniversary and Festival)
- Handling Exit Interview Formalities & NOC Documetaion
- Handing exit formalities - Resignation Process - collection of company assets, co-ordination with accounts department and head office on work & company assets handover by the employee ensure to release the employee within stipulated time.
- Preparation of full final settlement
- HR MIS Reports – Daily, Weekly & Monthly – Preparing, Corrections and Submitting to the Head Department.

❖ 8 Month Experience as “ Junior HR Service Specialist ” at Alchemy Techsol India Pvt.Ltd.

Designation:- **Junior HR Service Specialist**

Client : - Danske IT and Support Services india Pvt. Ltd.

Duration :- 28- Feb-2022 to 31-Oct-2022

Working as Junior HR Service Specialist , Responsible for Onboarding Processes

- Creating User profile for new joiners.
- Responsible For Sharing Welcome Onboarding Mail to New Joiners including DIT Joining Formalites, & Onboarding Check List.
- Responsible for sharing new joiners data different stakeholders within the Oraganisation.
- Responsible For Sharing New Joiners Allsec Reprt .
- Reponsible for Sharing Details of Access card/ID to the respectiveTeam
- Assisted Documents of New Joiners documents in internal digital folder.
- Responsible For Employess Documents Verify.
- Maintaining and uploding resource profile in the Danske bank HR portal.
- Responsible for Sending Satisfaction Survey to new joiners after a certain period of time(100 days) in the organization.
- Have experienced in Oracle ERP System application.
- Have Been involved in Project Of Error Logs In HR Platform &Success Showed Progress on Reducing Huge Error & also Contributed inputs improvements to mirigate in Further.

❖ 1 Year Experience as “ **Operation Executive** ” at Baghirathi Group.

Designation:- Operation Executive

Client : - Sungard Availability Services

Duration :- 1- Oct-2019 to 10 -Oct-2020

Working as Operation Executive , Responsible for end to end Operations, taking care of safety and security of the employees in respective of shift.

- Responsible for Deployment as per SLA.
- Resolution of query and issue calls as per SLA.
- Responsible for resolution of query and issue mails as per SLA.
- Responsible for Incident reporting in the shift.
- Responsible for deployment of day to day operations.
- Ensuring the safety & security of the colleagues. Hassle free transportation provided to Colleagues
- Taking care of compliance to ensure safety audit.
- Responsible for providing all the day to day operation reports to Client
- Have experienced in various transport application.
1. Safetrax App 2.Pathseeker App
- Handling the team of 3 members (1 helpdesk, 1 routing team, 1drop co-ordinator)
- Responsible for cab and shuttle compliance.
- Responsible for Reports
Occupancy, vehicle document compliance, Driver BGC,
- MIS Reports – Daily, Weekly & Monthly – Billing Correction and Submitting to the Head Department.

❖ 2 Years Experience as “ **HR Generalist** ” Art Taxi Pvt.Ltd.

Designation:- **HR Generalist**

Duration :- 01- Jun-2016 to 31-Aug-2018

Working as HR Generalist , Responsible for

- Managed Accounts on recruiting platform
- Creating User profile for new joiners.
- Responsible For Sharing Welcome Onboarding Mail to New Joiners including DIT Joining Formalities, & Onboarding Check List.
- Responsible for sharing new joiners data different stakeholders within the Organisation.
- Responsible For Sharing New Joiners Allsec Reprt .
- Responsible for Sharing Details of Access card/ID to the respective Team
- Assisted Documents of New Joiners documents in internal digital folder.
- Responsible For Employees Documents Verify
- Maintaining and uploading resource profile in the Art Taxi HR portal.
- Responsible for Sending Satisfaction Survey to new joiners after a certain period of time(100 days) in the organization.
- Assisted With Implementation of Hr Policies & guidelines.
- Worked With Senior Management to Identify Strategy Improvement ,Problem Solve & Make Recommendation For Optimization .

Employee Engagement

- Fun at work activity
- Birthday, marriage & employment anniversary
- Team Outing for Team Building activities.
- Employees voluntary funds as Trust expense for employees emergency
- Celebrate achievements, Empower your employees
- Rewards and Recognize and encourage

MIS Reports

- HR MIS Reports – Daily, Weekly & Monthly – Preparing, Corrections and Submitting to the Head Department.

ACADEMIC RECORD:

DEGREE	COLLEGE / SCHOOL	YEAR OF PASSING	PERCENTAGE
M.B.A (Finanace &HR)	REGIONAL INSTITUTE OF CO-OPERATIVE MANAGEMENT BANGALORE	2012	60%
BBM	GOVT.FIRST GRADE COLLEGE	2010	52%
PUC (COMMERCE)	KARNATAK COLLEGE	2006	44%
S.S.L.C	SIDARTH HIGH SCHOOL	2003	57.6%

DECLARATION:

I hereby declare that the information provided by me is true and correct to the best of my knowledge and belief.

Place :

Date :

(Anita.Chimkode)

