

Shalini Sukumaran

Qualification: MBA (Human Resource Management); BBM (Bachelor of Business Management)

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OBJECTIVE

Desire to work in Human Resource roles Firms in any reputed organization globally who gives me an opportunity to work in challenging work assignments related to leadership development, coaching, talent management, career framework development, and change management across various industries where I can contribute my knowledge & experience to help companies succeed on global stage.

PROFESSIONAL SUMMARY

UX Research Recruitment Coordinator -Team Leader at INFOSYS BPM via Google (Client) - NOVEMBER 2022

- *As a UX (User Experience) Research Recruiting Coordinator, will work closely with the UX researchers to plan, recruit, and schedule potential research participants for a wide range of UX studies.*
- *will be responsible for the recruitment of research participants for multiple projects that encompass a wide variety of products and services.*
- *Source, screen and recruit participants for UX studies*
- *Partner and collaborate with UX researchers to identify key participant requirements*
- *Curate participants to ensure a high-quality sample pool for the researchers*
- *Co-ordinate with client stakeholders and participants and effectively program manage the studies*
- *Network with potential participants to generate new leads*

HR Generalist at ENLIVEN GROUP AUGUST 2021 - NOVEMBER 2022

- *Recruitment:Sourcing of right candidates, all interview related process, compensation, offer letter, induction, employee data base and records*
- *Managing employee- employer relationship, Maintaining a Safe Environment for works*
- *Salary, Leave, other benefit process regularly.*
- *Employee(s) exit formalities including settlement.*
- *Conducting employee engagement activities*
- *Coordination on teams and managements on various aspects of HR functions*
- *Coordinating with vendors on Negotiations on admin related aspects*
- *Grievance handling*
- *Processing statutory compliance and filing the challans on Monthly basis*
- *Other tasks assigned if any on timely basis*

HR Executive at NAVIS HUMAN RESOURCES PVT LTD October 2020- August 2021

Managing All Internal Employee Related Activities, coordinating with department heads/clients on manpower requirements and projecting future hiring needs, Perform Reference checks on potential employees, informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities etc. To maintain HR process documents and HR Database, (Soft copy and Hard Copy), Planning Coordinating and implementing on end to end activities for the assigned projects. Work on additional HR initiatives, FRRO process and other projects as when needed, implementing company policies that promote a healthy work environment. Statutory compliance PF and ESI.

ADMIN & OPERATIONS AT ITI LTD July 2019- July 2020

1. communicate with the higher management to prepare a strategy for operations to run efficiently.
2. Assist in developing long term plans to achieve the goals and objectives which are already set.
3. managing the company's commercial operations and various expenses and budget.
4. check on the performance of the operations of both internal service providers and external service providers.
5. provide with a work environment for startups which is favourable for high work productivity.
6. monitor the every performance metrics and they should receive and respond to approvals and notifications on a regular basis.
7. Conducting Engagement activities and participating in EXPO, and campaign for Startups ,

HR Generalist - Human Resource Division in M/s. Anish Projects Ltd.(Feb-2015-Jan2018) who handles the organisational development, change management, performance management, training and competencies & skills development and the roll-out of systems relating to Performance Management, Talent Management and Leadership Development. Responsible for designing, developing, delivering and/or coordinating all professional and personal development/training programs.

- Extensive past experience working as **HR Recruiter Bloom Software Solutions** which earned me an enormous managerial know-how in Human Resource role in leadership development & building relationships.

SCHOLASTIC RECORD

Degree/University	Institution	Year
MBA - Human Resource (Full time)	Visvesvaraya Technological University, Karnataka	2010
Bachelor of Business Mgmt (BBM)	Bangalore University	2008
HSC	Karnataka Board	2005
SSC	(ST. Joseph Convent & BEML), Karnataka Board	2003

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<ul style="list-style-type: none"> • M/s. Anish Projects Developers Ltd, Bangalore 	Feb-2015- Jan 2018
Designation: Senior HR Generalist - Human Resource Division	
ABOUT COMPANY: A well known real estate development & construction company in Bangalore handling all kinds of real estate projects development having decades of experience in residential , retails & commercial construction projects	

(A) Leadership Development, Training & Recruitment processes:

- Ensure adherence of the quality standards of the organization
- Develop & build strong influential relationships across the senior management teams in order to add value, commercial HR solutions inline with overall people & business strategy
- Develop HR Strategies & work with Business Leaders to create and deliver the HR strategy for the business ensuring that the business objectives are met
- Collaborate with the leadership team on the formulation of key strategies by anticipating HR issues and solutions are appropriate. Provide appropriate critique of strategies to ensure that best solutions are implemented.
- Ensure that human resource goals are aligned with the business goals and HR initiatives and programmes within the set HR budgets
- Own the delivery of all HR programmes - policies, talent, compensation & benefits, learning and recruitment.
- Focus on leadership development and develop a clear second line as succession
- Lead the implementation & change of robust, consistent and flexible performance management system, linked to salary, financial and remuneration system.

M/s. Bloom software solutions**Designation: IT Recruiter****ABOUT COMPANY:**

The Bloom Software Solutions offers a wide variety of services, connecting more than 650,000 associates with our clients every day. Headquartered in Bangalore, a global Fortune 500 company is a leading end-to-end HR solutions company with a focus on Executive Search, Recruitment.

- Worked as Human Resource Recruiter for IT industries.
- Sourcing the profiles through portals like Naukri, Monster referrals
- Collect the requirement from various clients and shortlisting them based on experience & skillsets.
- Conducting the preliminary interview sessions and following up with them till onboarding to respective companies.
- Salary Negotiation after selection from clients and coordinating job formalities
- Preparing MIS and conduct review meetings
- Major Clients handled are Accenture, Logica etc.

TECHNICAL KNOWLEDGE

OPERATING SYSTEMS	APPLICATION TOOLS	PROGRAMMING LANGUAGE
MS Windows, Ubuntu Linux	MS OFFICE, Advanced Excel, Kingsoft Office, SAP -ABAP,	.NET

CORPORATE / ACADEMIC PROJECTS**M/s. Bharat Earth Movers Ltd (BEML), Bangalore (MBA - Internship)****Title : Research on Job Satisfaction among employees of BEML**

Project Summary : Interviewing all employees of BEML, understanding the personal and professional needs in the organization like wages, salaries, rewards, promotions, career development, job securities etc. Studying their work group and relationships with their superiors. Designing new policies to increase employee satisfaction in the company

OTHER ACTIVITIES AND ACHIEVEMENTS	
Seminars/MDP/Publications	Attended various seminars on Corporate Training, Leadership Development programmes
Quizzes	Won various quizzes during school & college days
Co Curricular Activities	School Level Classical dancer - Bharatanatyam, etc. Featured classical dance in SUN TV

POSITIONS OF RESPONSIBILITY	
Gender	Female
Father's Name	Late Mr. Sukumaran
Mother's Name	Vijayalakshmi
Nationality	Indian
Religion	Hindu
Marital status	Married
Hobbies	Cooking, Reading.
Languages	English, Hindi, Malayalam, Tamil, Kannada, Telugu, Japanese(Basic)

I, hereby, declare that all the information furnished above is true to the best of my knowledge and belief.

***Yours Sincerely,
Shalini Sukumaran***