

## **CURRICULUM VITAE**

### **Archana Babu**

| <b>Current Address</b>   | <b>Email ID</b>       | preetha.archana22@gmail.com |
|--|-----------------------|-----------------------------|
| #330, 5 <sup>th</sup> Main Cross,<br>Kasturi Nagar, Banaswadi,<br>Bangalore-560043 | <b>Contact Number</b> | 9886597360<br>8073712731    |

### **Career Objective**

To strive for excellence in the field related to my education with dedication, focus proactive approach, positive attitude and Passion,, and to utilize my knowledge and skills in the best possible way for the fulfillment of organizational goals as well as to grow and improve my skills.

### **Experience**

**Company** : **Ralco Synergy Private Limited**  
([www.ralcoindia.com](http://www.ralcoindia.com))  
Designation : Head-HR &Admin  
Duration : December 2015 till date

**Company** : **Chaya Healthcare Private Limited(100 bedded Hsp)**  
([www.chayahospital.com](http://www.chayahospital.com))  
Designation : Asst HR Manager  
Duration : September 2013 to November 2015

**Company** : **Sun Bio IT Solutions**  
Designation : Sr.HR.Executive Cum Administrator  
Duration : September 2012 to August 2013

**Company** : **Christian Medical College and Hospital**  
(**Balavihar School**)  
Designation : Administrator  
Duration : January 2012 to August 2012

### **Quick Synopsis**

A dynamic HR/Admin Professional graduate in MBA and with over 7+ years of experience HRM and Admin right from Recruitment (IT & Non IT), Planning, Selection, Policy formulations and Payroll Management with revision of pay structure, Employee Relations, Exit Formalities and all the Administration roles .Following are the various activities performed in the above mentioned company

#### **Joining Formalities & Induction**

- Issuing Offer Letter, Appointment Letters and Conducting joining formalities.
- Maintaining and updating the Employee database on regular bases and Attendance Biometric with ESSL Software's.
- Maintaining the Employee personnel files & Dockets.
- Preparing schedules and conduct Induction programs for the newly recruited candidates for making them familiar with company culture, activities and values.
- Coordinating with Bank related to Opening Bank Accounts.

#### **Time Office Functions**

- Monitoring the time office functions such as attendance recording.
- Preparation of absent and attendance records.
- Maintaining records of leaves particulars.
- Preparing and circulating annual holidays list to departments.
- Maintaining and updating HR related records on monthly basis (Employee database, Compensatory Offs, Increment details, Entry- Exit Report and Full and Final Clearance, Drafting complete HR letters.

#### **Payroll & Statutory-Saral Softwares**

- Muster Roll
- Calculating the salary for the month
- Preparing the payroll for the month, forward the same to Accounts.
- Coordinating for F & F Settlement for resigned and absconding employees.
- Complete Statutory Filing
- Labour Welfare Contributions
- Salary Advances & Loans
- Leave Management
- Gratuity
- EPFO/ESI/PT/UAN Generation/LWF

#### **Performance Management**

- Maintenance of Performance Appraisals.
- Maintenance of Confirmation Appraisals.
- Performance Evaluation.
- Issuing Confirmation, Increment, Promotion letters.
- Coordinating with HOD's with regards to Performance evaluation of their subordinates.

#### **Employee Relation & Engagement**

- Interacting with employees & handling their grievances effectively.
- Conducting Exit formalities for resigned & absconding employees.
- Involved in creation of new company policies and communicate policies to Employees.

- Involved in updating /modifying the policies as and when required.
- Employee Counselling

#### **Insurance**

- Group Medical Insurance for Employees
- Corporate Personal Accident Insurance
- Term Insurance
- Import and Marine Insurance
- Building/Fire/Stock /Asset Insurances

#### **Administration Tasks**

- Telephones
- AMC follow-up and Tracking
- Stock Control
- Mass Mailing and Communications
- IDs and Employee ID Generations
- Annual Diaries
- Printing and Stationaries

#### **MIS Reports**

- List of Joiners Report
- List of Exit Employees Report
- Salary Reconciliation Report
- Audit Report
- Salary Break Up
- Statutory Compliance Report

#### **Education**

- MBA in Human Resource Management, Sikkim Manipal University, Bangalore.
- Bachelor of Business Management , Bangalore University, Bangalore-43

#### **SKILLS**

- Office Package – MS Word , MS Excel, MS PowerPoint , Internet Usage.
- Interpersonal Skills / Team Work / Communication Skills.
- Presentation Skills

#### **PERSONAL DETAILS**

- Date Of Birth : 27<sup>th</sup> May 1985
- Spouse : Dr.Vimal Rajadoss
- Language Known : English , Kannada, Tamil , Hindi
- Reference : Can be provided on Request

#### **DECLARATION**

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

Date:

(Archana )