

To,

Head of Human Resources

I am writing to you because I believe that with my qualification, experience and abilities I would be in a position to enhance and contribute further more to success of your team and Company.

I have a clear vision and ready to commit to the vision of your esteemed company which will help me in enhancing my Career.

I would highly appreciate, if you could take a few moments to read over my resume

(Attached Here), which speaks in brief about me.

However, I shall anticipate the pleasure of having an opportunity to speak up with you and has to Discuss and share my thoughts on how I can positively contribute to your companies goals.

Thanking You

Shruthi N

Mobile : 9148083663

e-mail : shrutishetty23.sn@gmail.com

D/O Nagaraja shetty V.V

No#370/A,Nisarga,

14th main,2nd cross,

Basavaeshwaranagar,

Bangalore-560079

Shruthi N

Mobile 9148083663

Email: shrutishetty23.sn@gmail.com

Objective:

Seeking challenging role and assignments in Human Resource with an Organization which recognizes and utilizes my true potential while nurturing and further enhancing my professional skills to be a formidable force in the development of the Organization. Objective is to reach the highest goals at all levels in an organization with hard work, absolute determination and dedication by seeking a position in a growth-oriented company, utilizing the best knowledge gained and enhancing my skills to advance my career.

SUMMARY

A dynamic professional with over 4+ years of experience in the Human Resource. As part of my assignments, I have been doing HR Operation, Recruitment and selection Process, Induction and Orientation, Performance Management, Training and development, Pay Roll process and Employee relations and Engagement. Qualified **Bachelor of arts (BA) from IGNOU University**. I am currently associated with **CISCO** and Working along with group of people striving for excellence and being among them imparts me a real competitive edge towards my career.

Professional Experience**➤ Cisco Systems**

From November 2020 - Present.

Job role – HR Analyst

Supporting the APJC and Indian Employees through out the process from the scratch like onboarding to the exit process, which includes payroll calculations, tax exemptions, generating payslips, HR service helpdesk during the time of special trends like pay day etc...

Applications and Tools

Workday – Seibel – I-secure – Webex Teams – SAP – Eserve – Finesse.

➤ Diamond Web Solutions

From February 2017 – August 2020.

Job Role – HR Analyst.

HUMAN RESOURCES INTERNSHIP

At YellowBox, HR Services.

- Advised prospective employees on various tips and tricks that would assist them in gaining employment with the organization.
- End to End recruitment activities by Screening the Candidates, guiding them according to the Job Description etc..
- Sourcing as per the requirements given by the clients.

- Coordinating with the staffs and managers with one on discussion regarding the full filling of the requirements by placing the candidates.

Skill set:

- HR Operations
- Recruitment and Selection Process
- Induction and Orientation
- Performance Management
- Training and Development
- Separation Process
- Payroll Process
- Employee relations and engagement
- Workday
- MS Office Suite
- Interpersonal Communication

Certification:

- Completed SAP HR Training at ERPTree Technologies Pvt. Ltd., Bangalore
- Certified HR Generalist from Salvin Info Systems.

ACTIVITIES & ACHIEVEMENTS

- Participated as a social worker for mentally retarded children called GNANA MANOVIKASA KENDRA.
- Participated in child awareness programmes.
- Participated in science forum called Galaxies.

Personal Details:

Name : Shruthi N
Father 's Name : Nagaraja Shetty V V
Date of Birth : 21-03-1991
Gender: Female
Nationality : Indian
Permanent Address: Shruthi N
D/O Nagaraja Shetty V V
No#370/A, Nisarga, 14th main, 2nd cross,
Basavaeshwaranagar,
Bangalore-560079

Languages known: English, Kannada.

Declaration: I hereby state that, the above written particulars are true to the best of my knowledge and belief

Shruthi N