

**S HANEESHA**

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**Career Objective:**

To associate with an organization that gives me scope to update my knowledge and skills according to the latest trends and be a part of a team that works dynamically towards the growth of the organization and gain satisfaction thereof I am an enthusiastic employee, able to work as part of a team. I integrate and relate well with others and able to work and achieve unsupervised.

**Work Experience:**

Company Name : **First Advantage, Bangalore**

Designation : **Senior Operations Analyst**

Duration : **July 2019 to Till Date**

**Key Responsibilities:**

- Active involvement in candidate calling.
- Interacting with clients
- Showing production data through visuals
- Preparing reports monthly, quarterly based on the requirement
- Accessed various data sources to pull the data
- Collecting documents from candidates and verifying
- Giving training for team members
- Doing pre-employment and post-employment screening
- Develop and maintain professional relations with other team to enhance team growth.
- Good at managing escalation and holding back clients.
- Conduct Seminars and knowledge sharing sessions with neighbor teams and teammates.
- Active involvement in hiring activities as per requirements.
- Uploading the documents to the database

Company Name : **K12 Techno Services, Bangalore**

Designation : **HR Recruiter**

Duration : **Feb 2018 to Oct 2018**

Company Name : **Logic Heart Pvt Ltd Formerly Known as SOFTiD Solutions, Bangalore**

Designation : **HR**

Duration : **June 2015 to November 2016.**

**Key Responsibilities:**

- Active involvement in hiring activities as per requirements.
- Organizing and coordinating appointments, meetings and maintaining daily log & managing the administrative, HR, commercial and other routine back-office activities.
- Tele-interviewing the candidates initially (Preliminary round).
- Vendor Management: Interacting with consultants to source suitable candidates.
- Scheduling of interviews with technical panel & Senior Management.
- Salary Negotiation & raise offer letters for shortlisted candidates.
- Assist in gathering information on date of joining & collecting the documents and salary pay slip,
- Maintain MIS report and documentation, weekly Recruitment and Resource Management reports.
- Generating weekly, monthly and quarterly employee data reports, from systems for the purpose of analysis & data accuracy.
- Handling ex employment verification for various vendors and companies. Managing & monitoring the activities of the team for timely response to all the ex-verification requests.
- Managing the correspondence and communication - includes proper documentation, filing and retrieval of data Calendar & Mail Management.
- Interacting with the technical Panels to form a summary of Requirements.
- Maintaining monthly vendor payment Tracker.
- Uploading the documents to the database.
- Assess the work of each member of the group and appraise their degree of work.
- Vendor Relationships, Event Co-ordination, Visitor Management.
- On boarding, Exit formalities, Induction, Performance Appraisal, F&F settlement and Employee Engagement.

**Additional skills:**

- SQL
- Excel work
- Power BI
- Power Query

- DAX
- Background Screening
- Recruitment
- Performance Management
- Employee Database Management
- On boarding Process
- Exit Formalities

**Educational Qualification:**

- MBA in Financial Management from Annamalai University, Chennai: 2012 to 2014.
- B.Tech (CSE) from SVP CET, Puttur: JNTU Anantapur: 2007-2011

**Technical Skills:**

**Operating Systems** : Windows Family  
**Packages** : MS Word, PowerPoint, MS Excel and outlook  
**Technologies** : Power BI, Power Query, Power BI Service  
**Database** : MS-SQL Server, MS-Excel

**Personal Details:**

<b>Father's Name</b>	Sreenivasulu Reddy
<b>Gender</b>	Female
<b>Nationality</b>	Indian
<b>Marital Status</b>	Married
<b>Languages</b>	English, Telugu, Tamil and Kannada
<b>Current Location</b>	Bangalore

**Declaration:**

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

**(HANEESHA S)**