

RESUME

Sampreetha R

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Address: No.93, Punyashee Nilaya , 5th cross, veerabhadreshwara nagar, near max e-techn school, nagarahole circle, herohalli cross, Bangalore - 560091

Professional Summary:

- I have 5 plus years' experience in HR operations - on boarding and Background verification process.
- Coordinate with vendor on timely closure of BGV checks and update business on a regular basis.
- Ensure all communications to employees business are done efficiently.
- Provide support to the internal team by completing designated activities within agreed timeframes.
- Handle complex requests and escalate to relevant parties according to procedural guidelines.
- Foster an environment of teamwork by assisting others in the team to ensure group meets all service level agreements (SLA's).
- Preparing weekly, monthly, quarterly and annual reports.
- Complete data maintenance and audit activities according to service level agreement.
- Expertise and knowledge in core HR related processes.
- Fetching data from different tools or applications which is involved in this process.
- Peer reviews and sending daily status to lead.
- Got advantage in auditing and training the batch in the team.

- Capable of handling overall functioning of process and implementing process in line with guidelines.
- Positive attitude towards learning new things and acquiring more knowledge.
- Ability to adapt to new technology areas.
- Excellent troubleshooting, issue resolution skills and implement changes in processes.
- Capable of gathering / updating data to maintain departmental records and data bases.

Academic Qualification:

Qualification	Institution	Board/ University	Year	% marks
BCA	Jindal first grade college for women	Bangalore university	2018	80.5%
PUC	Bapu composite pre university college	Pre university	2015	84.83%
S.S.L.C	St.Marys English high school	KSEEB	2013	62.40%

Additional Qualification:

- Computer Basics (MS Word, MS Excel, power point, MS Access)
- Analyze the software requirements, software functional requirements review.
- Basic concepts of SQL and ability to write basic SQL queries.
- Good experience on writing diversified test cases for products/projects.

- Experience in creating manual test cases based on requirements and reviewing of test cases.
- Preparing test design technique (TDT) for software testing using boundary value analysis, equivalence class, state transition testing.
- Good knowledge on manual testing, black box testing, defect life cycle, bug reporting, bug tracking tool, regression testing, functional testing and V model testing.

Work Experience:

Infosys BPM Limited

Dates Employed: Joined as Fresher in Aug (2018) to till date Subject Matter Expert/ Process Specialist.

Bangalore, Karnataka.

Personal Skills:

- ✦ Innovative, always full of new idea/ suggestions.
- ✦ Able to work self or in a team.
- ✦ Good time management skills, prioritization.
- ✦ Can work efficiently with minimum supervision.
- ✦ Able to meet tight deadlines.

Personal Details:

Name : Sampreetha R

Date of Birth : 2nd June 1998

Fathers Name : RANGA SWAMY.V

Mothers Name : VEENA.C

Nationality : Indian

Languages Known : Kannada and English

Permanent Address : No.93, Punyashee Nilaya , 5th cross, veerabhadreshwara nagar, near max e-techn school, nagarahole circle, herohalli cross, Bangalore - 560091

Declaration:

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

Place: Bangalore

(Sampreetha.R)
Signature