



Human Resources Generalist with 4 years of experience in assisting and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Excellent in maintaining employee engagement throughout the onboarding process. Team player with excellent communication skills, high quality of work driven and highly self-motivated. Strong negotiation skills and able to work independently.

## Professional Skills

- Wide experience in supporting HR activities in a challenging and progressive work environment.
- Familiar with Onboarding and Offboarding activities.
- Huge knowledge of data base administration and human resource management systems, spreadsheets, and reporting requirements.
- Ability to communicate effectively across written, verbal and presentation formats to a variety of audiences.
- Immense ability to maintain confidential information.
- Extreme ability to identify and resolve problems.
- Uncommon ability to research and analyse data.
- Amazing ability to manage multiple projects simultaneously

## Work History

### HR Onboarding -TSC Shared Service

July 2021 - Current

- Offer release to the candidate
- Experience in onboarding Support-India and Malaysia
- Experience in Employee document verification
- Providing new hires with manuals, guidelines, and passwords, as needed.
- Provide support to candidates who have login issues and will connect them with technical team.
- Detailing all new hires' initial tasks and answering any queries.
- Audit all candidate information.
- Initiating the Adobe agreements to the candidates
- Preparing daily based reports on the new hire's documentation status.
- Manage background verification of new hires.
- Introducing new hires to their team members.

## HR Generalist

2019 - 2020

### UST Global, Bangalore

- Manage day-to-day HR operations
- Experienced in onboarding and Offboarding
- Experienced in recruitment and exit process administration.
- Organized training schedules for new hires and kept training records up to date.
- Effectively maintained and tracked employees shift allowance
- Responsible for monthly HR reports.
- Provide support to employees in various HR topics such as leaves and compensation
- Experience in resolving candidate queries on time

## PMO Consultant

2018 - 2019

### Accenture, Bangalore (Randstad)

- ❖ Assisted with onboarding activities.
- ❖ Experienced in SAP, Remedy, Netasthra Tools
- ❖ Experience in data extraction within reporting team.
- ❖ Good knowledge on Power Point.
- ❖ Facilitate meetings when needed.
- ❖ Schedules Training sessions for new hire.
- ❖ Creation of management reports for leadership teams.
- ❖ Responsible for monthly PMO related reports.

## Skills

- BMC Remedy
- Netasthra
- SAP
- Oracle
- Microsoft Office

## Achievements

- ❖ Awarded Rising and Shining Star(U-Star) for the consistent performance-UST,2022
- ❖ Awarded TASS Standout Performer in UST 2022



## Certifications

- ❖ Jan 2022 (Linked Learning)    Excel: Introduction to Formulas and Functions
- ❖ Jan 2022 (Linked Learning)    Excel: Advanced Formulas and Functions
- ❖ Sep 2023 (Udemy)    Cyber Security for HR Professionals
- ❖ Sep 2023 (Udemy)    Microsoft Power BI – Beginner to Pro



## Education

Master's Degree in Human Resources and Finance University Institute of Management, Kollam



## Project

Effectiveness of Training and Development at HLL Lifecare Limited

Period: 17 July – 31<sup>st</sup> 2017



## Languages

- ❖ English
  - ❖ Hindi
  - ❖ Tamil
  - ❖ Malayalam
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