

C.SWATI

HR Coordinator / Administration

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Education

- Bachelors in Arts
- Diploma in Computer Applications

Skills

- Excellent Communication Skills.
- Computer Proficiency
- Time Management
- Reviewing Records
- Quick learner
- Team work

Operations Executive with 7 yrs. Creating and managing secure information systems. Proactively monitors data retention practices to comply with organizational and regulatory mandates. HR Recruiter and coordinator for IT and non-IT sector.

Work Experience

AMPUG Manpower, BANGALORE

2023 March to Till Date

Designation: HR Recruiter/Coordinator

Responsibilities:

- Collaborate with hiring managers to identify staffing needs and develop comprehensive job descriptions.
- Source candidates through various channels, including job boards, social media, referrals, and industry-specific networks.
- Conduct initial screenings, interviews, and assessments to evaluate candidate qualifications and cultural fit.
- Manage the candidate interview process, including scheduling, feedback collection, and offer negotiations.
- Assist in the development and implementation of recruitment strategies to attract top talent.
- Maintain accurate and up-to-date candidate records in the ATS.
- Ensure compliance with all employment laws and regulations throughout the recruitment process.
- Participate in onboarding and orientation processes for new hires.
- Provide support in employee retention initiatives and talent management efforts.

Work Experience

Axis securities Limited – Jamshedpur

2012 DEC to 2014 FEB

Designation: Executive Operations

- Verifying sales Lead
- Verifying forms and documentation

- Daily reporting of Demat sales to Bank manager
- Month end Reconciliation and reporting

Operations :

- Handling the Onboarding formalities of the Employee including documentation, welcome mails.
- Conducting the inductions for new joiners
- Releasing Offer letter with salary break up with the selected Employees
- Organizing the HR Connect on monthly basis for all Employees
- Maintaining the database and Head Count report of the Employee.
- Handling the HRMS with updating the data, attendance, separation.
- Initiating BGV for the new joiners and handling the BGV Portals.

Administration

- Maintaining the employee's attendance in the database and publishing it to the management on monthly basis.
- Performing the onboarding formalities like documentation, issuing id cards, collecting the relevant certificates, brief introduction of the company.
- Organizing Orientation programs for the new joiners and introducing to them to the respective team.
- Performing the exit formalities like documentation, collecting I'd cards, updating the details in the database.

Training and Development

- Scheduling and arranging training while coordinating with the external trainers and training programs.
- Identifications of training needs and nominating employees for the training.
- Encouraging participation of employees in various organizational events.

Employee Engagement

- Developing employee engagement programs by initiated and administered welcome mail to the new employees.
- Initiating birthday mails and celebrations.

JUSCO, Jamshedpur

2008 JUNE TO 2012 NOV

Designation: Team leader

Process: Customer support

Responsibilities:

- Team handling
- Providing process training to new joiner
- Call barging and giving feedback
- Presenting LMS report to higher management
- Taking calls in peak hours to support team
- Preparing weekly Team Roster