



Curriculum Vitae

Shilpa Shree H L

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Carrier Objective:

A vision to learn and grow constantly in both professional and personal manner believing in smart work achieve the goals set forth and maintains a high level of discipline.

Professional Experience:

Having 6+ years of experience as HR professional with result oriented in different functional areas like recruitment, training & development, time office, payroll, welfare activities, statutory works, handling of compliance audit, etc and having good knowledge in excel usage of lookups, mail merge, power point etc.

Work Experience:

Organisation: Indigo Blues (Gokaldas Exports Ltd) , Doddaballapur.

Designation: Officer – HR & Welfare (22 July 2020 to 20 July 2022)

Organisation: Silver Spark Apparel Limited, Gowribidanur

Designation: Jr. Officer – HR & Welfare (June'2019 to June'2020)

Roles & Responsibilities:

- Recruitment of employees and completion of joining formalities
- Employee counselling on work related issues and personal issues, absenteeism follow-up, grievance handling and exit interviews
- Preparation of Induction schedule and completion of induction program on regular basis and collect feedback for further changes
- Conduct committee meetings like canteen, Works & Grievance, Health & Safety and POSH committee and also conduct election for committees
- Taking care of OHC and Crèche requirements and also taking care of maintain hygiene & tidiness at all times
- Issuing of appointment letters and confirmation letters
- Conduct employee engagement activities (REEC)
- Prepare & Present PPT's on engagement activities on monthly, fortnightly basis

Organisation: Pavan Enterprises, Doddaballapur

Designation: Executive – HR (August'2017 to June'2019)

Roles & Responsibilities:

- Taking care of joining formalities & induction programme
- Prepare muster roll and OT statement for salary input
- Maintain employee personal records, leave management data

- Prepare & process of payroll, F&F and bonus statements
- Preparation of MIS data for management information
- Employee absenteeism analysis & attrition reports

Organisation: Avenue Super marts Ltd (D-Mart), Bangalore

Designation: Sr. Officer – HR (June 2016 to Aug 2017)

Roles & Responsibilities:

- Employee joining formalities & issuing of appointment letters
- Provide payroll input for central team
- Preparation of training calendars and co-ordination for respective departments for conducting of training programme
- Clearance of employee travel & other local expenses
- Employee engagement activities

**Organisation: Micromatic Grinding Technologies Ltd, Bangalore
(Under Team Lease Services Pvt Ltd)**

Designation: Trainee – HR (October 2014 to February 2016)

Roles & Responsibilities:

- Preparation of Training calendar and co-ordinate with respect departments for smooth conduction of T&D within the schedule.
- Maintenance of ISO records
- Clearance of employee travel expenses
- Generation of HRMIS reports on monthly basis for top management information
- Schedule of annual appraisals and collect feedback from respective heads
- Preparation of salary inputs, Bonus and leave calculations for both on roll and contractual employees
- Conduct process audit & safety audits on monthly basis for better understanding about do & don'ts and also to find out for better implementations

Field Experiences:

- ✓ Completed 25 days field work practicum in HR Department at **Indian Designs Exports Pvt Ltd** – Kamakshipalya, Bangalore as the concurrent part of 3rd Semester MSW (HR Specialization)
- ✓ Completed 25 days field work practicum in HR Department at **Southern Power Equipment Company Pvt Ltd** – Bangalore as the concurrent part of 4th Semester MSW (HR Specialization)
- ✓ Successfully completed 4 Weeks (30 Days) Block placement practicum In HR Department at **Prime Progression Exports & Services Pvt Ltd** – Doddaballapur as the part of 2 years course MSW (HRM)

Educational qualifications:

- Masters in Social work with specialisation in Human Resource from Bangalore University with an aggregate of 70% from 2012-2014

- Graduation in HEP from Bangalore University with an aggregate of 76% from 2009-2012
- PU from SreeKongadiyappa PU college with an aggregate of 63% from 2007-09
- SSLC with an aggregate of 60% from 2007.

Project Work:

A study on “**Quality of work life among the employees of the Engineering Industries**” with reference to **Southern Power Equipment Company Pvt Ltd, Yashwanthapur, Bangalore.**

Technical Skills:

- Good knowledge in MS-office packages
- Having good knowledge on surfing, mailing, etc

Personal Strengths/Skills:

- ◇ Ability to work hard & a quick learner
- ◇ Ability to work independently
- ◇ Able to learn new technologies and problem solving
- ◇ Good time management

Personal Information:

Husband Name	:	Anandkumar B R
Date of Birth	:	16 th July, 1991
Contact Address	:	Hadonahalli Village & Post Doddaballapur, Bangalore Rural – 561203
Nationality	:	Indian
Marital Status	:	Married
Languages known	:	English, Kannanda& Telugu

DECLARATION:

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

Place:

Date:

(Shilpa Shree H L)