

TEJAVATHI G V

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Career Objective:

Seeking a challenging position in a professional organization offering an opportunity for growth where I could use my knowledge & experience to add value to the work performance of the organization.

Professional Summary:

- 6 years of experience in HR Recruitment, MIS and P2P.
- Currently working as a Recruitment Coordinator specializing Events scheduling, Screening and IJP (Internal job posting) and having knowledge about offer creation, PHC and BUI scheduling.
- MIS Professional with more than 2 years' experience specializing MIS, sales report DLY, MTD, QTD.
- Well versed in excel with formula V-lookup, H-lookup, conditional formatting, pivot table, data validation, data consolidation, charts, sort and filter data etc.
- 2 years of experience in Invoice Processing and Accounts Payable.
- Basic SAP knowledge on Accounts Payable process.
- Expertise in account management to include accounts receivable/payable.
- Expertise in Invoice verification using citric app.
- To work towards achieving the target of the organization & contributing for org. success.
- Proven Ability to work within the team to support the project needs.

Professional Experience:

Project Details:

Company : IBM (Client EY)
Process : Snow drop
Sub-Process : HR Recruitment
Designation : Recruitment coordinator
Duration : Nov-2021 - May2023

Responsibilities:

- Calling candidates and scheduling Interviews.
- Sending interview invitation to both panel as well as candidates via MS outlook.
- Screening IT and Non-IT candidates using Success factor and GIG NOW.
- Eligibility check for IJP candidates
- Interact with TC and sending e-mail for IJP confirmation.
- Creating the ticket in the SNOW(Servicenow).

Project Details:

Company : Pratham Motors pvt Ltd
Process : HR Executive
Sub-Process : Backend operation
Designation : HR recruiter backend operation.
Duration : 1 years and 5 months (Oct-2014 to March-2016)

Responsibilities:

- Posting job openings on job boards, company websites and social medial channels.
- Reviewing resumes and applications to ensure they meet the job requirements.
- Conducting initial phone screens and scheduling interviews with hiring managers.
- Coordinating and scheduling candidate interviews and other team members.
- Collecting feedback from interviewers and providing feedback to candidates.
- Conducting background checks, reference checks and other pre-employment screenings.
- Creating and sending offer letters to selected candidates.
- Maintaining and updating applicant tracking systems and databases.
- Providing support to the HR team as needed.

Project Details:

Company : HDFC bank
Process : MIS
Sub-Process : data analysis
Designation : Senior operation executive
Duration : 1 year and 4months (April-2016 to july-2017)

Responsibilities:

- Implement and analyse data to create daily, weekly, monthly, and quarterly reports.
- Handling Andra Pradesh Telangana and Karnataka Region [Back-end operations work for 32 branches].
- Handling all Branches Daily Register & Consolidated Reports for activity tracking.
- Generating & maintaining Month end due report of 82 branches for onward reporting to top management.
- Generating & Maintaining TAT report, daily login disbursal case.
- Preparing internal error reports and discuss with team members.
- Researched and resolved customer inquiries on-time exceptional customer service.
- Preparing MIS report and sending to all Branch ASM, SM and RSM.

Project Details:

Company : Schneider electric Pvt ltd.
Process : Accounts payable
Sub-Process : Invoice processing
Designation : Finance Executive
Duration : Feb-2018 to JAN-2020

Responsibilities:

- Invoice Verification and processing.
- Processing of PO & Non-PO invoices
- Basic knowledge of TDS
- Working knowledge of GST & TDS for processing of Invoices.
- Preparing internal error reports and discuss with the team member.
- Duplicate Payment analysis & Recovery
- Reviewing invoices and checking the requests of the same to avoid any errors.
- Working on the enquiries of vendors and providing them with necessary details.
- Preparing monthly reports and assisting in month end closing.
- Rectification of wrong invoice postings.
- Reconciliation of the barcodes and avoiding the missing invoice.
- Doing QC of invoice and editing invoice in SAP
- Barcode reconciliation on Weekly & Monthly basis
- Working on Urgent invoices for immediate resolution.
- Active communication with payment team.
- Vendor reconciliation on daily basis
- Preparing accounts payable & receivables vouchers in SAP.
- Assisting managers in month end & quarter end closing.
- Timely releasing of Security deposits of parties in contract.
- Preparing month & quarter end reports.

Education Summary:

COLLEGE NAME	ELECTIVES OR COMBINATION	STATE/UNIVERSITY	DURATION			
			PERIOD			PERCENTAGE
RJS-IMS Koramangala	MBA	Bangalore University	2011	To	2013	70.52%
Smt Indira Gandhi women's College Sagara	BBM	Kuvempu University	2008	To	2011	75%

Technical & Computer skills:

- Success factor
- Service now.
- Workday.
- Oracle PeopleSoft.
- MS Suite- (MS Word, MS Excel, Power Point)
- SAP.
- Citrix.
- V-lookup, H-lookup, Conditional formatting, if, pivot table, data.
- Power BI.

Achievements:

- Actively participated in various assignments and seminars during MBA.
- Organized NSS camp and Blood donation camp at our college.
- Conducted organizational study at TATA Yazaki company for 3months.

Strengths:

- Quick Learner.
- Passion towards learning new things.
- Good knowledge in MS excel and accounting process.
- Flexible to work in shifts when necessary.

Personal information:

Date of Birth : 13.7.1990
Languages Known : English, Hindi, Kannada, Tamil and Telugu

Declaration:

I hereby declare that the information furnished above is true and correct to the best of my knowledge and if anything found incorrect in future, I assure you that, I will be responsible to it.

Place: **Bangalore**

Date:

(Tejavathi GV)