

Vani Bharath

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Profile summary

To be associated with a progressive organization that gives me scope to apply my knowledge & skills as an HR & work for the goodwill, development, and progress of the company and myself.

Personal Skills

- | | | |
|--------------------|-----------------|----------------------|
| • Problem-solving | Team Manager | Good Communication |
| • People manager | Diplomatic | Quick learner |
| • Active listening | Leadership | Management skills |
| • Creative thinker | Time management | Empathy/ Opinionated |

Professional Experience:-

- **Quess Corp Ltd (HR Executive)** (Feb 2023 to till Date)
(Working with **Flipkart, The Client location As an HRBP**)
- **Ganobis India Pvt Ltd (Bangalore)** (September 2021- Sep 2022)
Human Resources (Assistant HR Administrator/HR Manager)
- **No broker(Relationship Manager)** (January 2021- Aug 2021)
- **Flapjack systems Pvt.Ltd, Bangalore**
(Human Resource (Junior HR Manager & Counseling) (March 2018- March 2020)
- **Skylight Academy Pvt Ltd, Bangalore** (May 2017 – 2018 March)
(Center Manager and Counseling and Training) Complete Academy management

Roles and Responsibilities:

- Sourcing the Candidates from different Job Portals and Employee Reference
- Understanding the Manpower requirement and open positions
- Drafting Job posting content for advertisement at different Job portals and Social Media
- Managing the Job portal accounts actively and Monitoring the responses to Job Postings
- Actively connecting and following up with deserving candidates
- Assist in drafting or revision of HR policies
- Issuing Offer letters and Joining kits to new joiners.
- Conduct Induction programs for new joiners.
- Arranging Training and development programs for new joiners
- Responsible for handling End to end process of recruitment to conducting Proper Exit formalities
- Handling Employee Queries and Employee grievances
- Conducting employee Team building and employee engagement activities.
- Maintain employee database and attendance
- Scheduling meetings on behalf of management and communicating the meeting time and agenda to all the attendees in advance
- Excellent written and verbal communication skills.

Payroll

- Running Payroll
- Attendance management

- Tracking punch report
- Maintaining and Tracking leave details and work-from-home details of employees
- Designing the salary structure according to the employee designation
- Performance appraisal every year
- Enrolling on PF and Activating insurance benefits for new employees
- Handling incentives and bonus and support allowance to each employee in detail

Employee relation:

- Currently working with **Flipkart on Internal Job Posting(IJP), R&R., and Performance review process**. Develop, implement, and participate in employee recognition programs and implement activities pertaining to Employee engagement.
- Communicating the HR policies as and whenever amended
Organizing Team outings and Team lunch activities
- Organizing various events and Team-building activities
- Understanding and Handling employee concerns and escalating to the management ensuring resolution to the concern and Employee Engagement.

Educational Qualification and Achievements

- **Bachelor of commerce from Bangalore University (2013)**
- **Achievements:-**
- Ranked first class **with 70% in the degree examination**
- Stood topper in **Kannada subject and Principles of management**
- Stood the best dancer at **College level dance competition**
- **Sir M Vishweshwaraya pre-university college (MAY 2010)**
- **Scored 81% with first class at 12th std**
- Stood the best outgoing student among a group of student
- Won first prize at a college-level dance competition
- **Holy Cross High School White field Bangalore (APRIL 2007)**
- Ranked highest in **Hindi and Kannada at the final SSLC board examination with 74%**
- Stood first in 100 Meters Race
- Stood first at the school-level dance competition
- Received a **medal and felicitation for scoring the highest marks in Kannada**

Computer and Technical skills

- Microsoft Outlook
- Microsoft Excel
- Microsoft word
- Microsoft PowerPoint program
- Hands-on knowledge of tools like Canva and other Editing tools
- Basics of tally

Activities:

- Received a certificate of ROTARY YOUTH leadership award conducted by Rotary Bangalore East. Leadership in a school Cultural program (Kalatharangini)
- Participated in Gardenia 2012-A Green Promise conducted by Garden City College and secured first place in a Cultural event.
- Participated in Summer Camp on Environment Protection Organised at Mathagondapalli Education Centre(Tamil Nadu)

Hobbies and Interest

Reading Journals, Dancing, Passionate about learning new things & activities, Talking to people, Vlogger and Content creator.

Declaration:

I hear by confirming & declaring that the above-mentioned details and information are right to my knowledge and my consciousness.