

CURRICULUM VITAE

S.GAYATHRI

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OBJECTIVE:

"To obtain experience and a rewarding position in the field of Human Resource Management and coordinate with a team of highly experienced professionals for my personal as well as corporate growth".

ORGANIZATIONAL EXPERIENCE:

Company Name: Precision Group, Chennai

Designation: HR Talent Acquisition (Value Hiring), Talent Creation and Talent Management From 28.06.2021 to Till date

Roles:

- a) Full life cycle recruiting: Source candidates via referrals and database, job portal, social media, pre-screen, qualify, interview, assess candidate technical abilities and soft skills; coordinate phone and onsite interviews; offer extension, candidate closing, as well as rate and benefits negotiations and both volume and value hiring.
- b) Managing and Scheduled Walk in Drives in client location on Volume Hiring.
- c) Sourcing Resume from various sources like Job Portals such as Naukri, Apna, Hirect, Indeed, Career page, Social Networking such as LinkedIn, Facebook and WhatsApp and Employee Referral.
- d) Scheduling technical interviews with technical panels & functional head and close deserving candidate with salary negotiation.
- e) Identifying training institutes and coordinated for technical training.
- f) Maintaining vendor tracker.
- g) Managing the database reports prior to on boarding process which carry personal, educational, experience & CTC information and uploading the resume with all these details in the database tool (CSRP Portal)
- h) Processing and getting approvals for all recruitment and onboarding related activities in PRISM and Posting in Career Page.
- i) Recruited for Data Center Support like Window, Linux Server, Cloud Storage, Database Administrator, End User Support like Desktop, Network along with this Presales, Sales, Service Delivery Manager
- j) Creating Employee Code for the New join
- k) Proving Orientation and Induction for New join, tracking on their attendance on their first month and mark the regularization
- l) Updating on Employee profile such as SF Contract ID change, Reporting changes, Approval on Transfer request and Employee Confirmation request.
- m) Background checks for all employees

Company Name: Raj Global Holdings Pvt., Ltd., Chennai.

Position: HR Executive (From 05th July 2017 to 31st Jan 2018)

Roles:

1. Recruitment:

- a. Understanding manpower requisition.
- b. Understanding the requirement and accordingly drafting a job description. Prepared job description for the following in Indeed and Naukri (Accounts Executive/Assistant Manager, Admin Executive, Retail Assistant Cum Secretary, Copy Writer, HR, Chemical Lab Assistant and Technician, Production Assistant Manager, Retail Assistant Manager, Front Office Executive, SAP Executive Functional, Drivers)
- c. Sourcing Candidates that match the desired skills
- d. Screening the candidates by telephonic and face to face interview.
- e. Encouraging the employees to provide reference for the better prospects.
- f. Arranging for technical interview and coordinating with the concern person
- g. Communicating employment status to applied candidates
- h. Maintaining and updating database of the candidates

2. Induction

- a. When a particular candidate is selected, providing offer letter and introducing them to the team and Manager.
- b. Giving a description on policies and procedures followed by the company.
- c. Properly filing relevant document of the new joined as require

3. Attendance and Leave records

- a. Keeping a track of attendance of the employees
- b. Collecting leave form and Permission slip when a particular employee is on leave or permission

4. Employee Engagement.

- a. Preparation of ID cards at the time of joining.
- b. Preparing Birthday and wedding cards.
- c. Receiving the Stationery request from all units and sending the requirement to vendors and receiving the stationery and distributing to concern department.
- d. Preparing Circular mails for New Joins, Holiday mails, etc.
- e. Organized and coordinated in HR Function during celebrations.

5. Employee Relations

- a. Prepared the Notice letter and Incident letter
- b. Communicated with vendors for replacing guards.
- c. Solving issues between the employees.

6. Health and Safety

- a. Generating ESI number for the new join in ESIC portal.
- b. Prepared the Standard Medical Kit list and passing to Admin.

7. Compensation and Benefits.

- a. Maintained Form- R, Form No. Q and Form – VI

- b. Prepared format and collected all details related to conveyance of workers.
- c. Prepared OT for Drivers and Office Assistant.
- d. Checking the Bill/Bus fare /conveyance amount and other related bills when a staff is on duty for out of station. All money (cheque, cash) collected and given from and to Accounts Department in matters related to salary, conveyance, OT, etc.)

8. Performance Appraisal

- a. Prepared review report for the entire new join.

9. Others

- a. Learned to update the new joiner in Software (STAR).
- b. Coordinate and follow up with other team members wherever necessary.
- c. Visited the factory in Alinjivakkam.

Company Name: *Digital Track Solutions Pvt., Co., Chennai.* – HR Executive

Roles and Responsibilities:

- Documented employees profile and maintained in HRIS system.
- Maintained the work structure by updating job requirements and job descriptions for all positions.
- Prepared Payroll through Excel.
- Initiated employees to use ESI also Initiated 360 degree appraisal.
- Conducted recruitment through Times jobs.
- Conducted Induction and Orientation.

ACADEMIC PROFILE:

Course	Institution	University	Marks	year of passing
MBA (HR with MARKETING)	Sri Muthukumaran Institute of Technology, Mangadu	Anna University	72%	2009-11
B.Com (CS)	Ethiraj College for Women, Chennai	Madras University	71%	2006-09
XII (Commerce with Business Maths)	St. John's Matric. Hr. Sec. School. Chennai.	State Board	83%	2006
X	St. John's Matric. Hr. Sec. School. Chennai.	Matriculation	70%	2004

SOFTWARE SKILLS:

- PRISM (Employee Database Tool of Precision Group)
- Accountancy Skills: Tally7.2 , ERP 9
- Office Tools: MS Office 2003, 2007, Visual Basic 6.0

PROJECT:

Under Graduation Project Profile:

“CORPORATE SECRETARYSHIP” *Internship Training in TTK health Care Ltd.*

Post-Graduation Summer Internship:

“A Study on ROLE OF HUMAN RESOURCE ACTIVITIES IN BIG BAZAAR”.

Post-Graduation Summer Project:

“A Study on QUALITY OF WORK LIFE IN DIGITAL TRACK SOLUTION Pvt., Co.,”

EXTRA CURRICULAR:

- Encouraged more number of employees to participate in ESI medical camp
- Fire Worrier Level 1 in Precision from August 2023. And also attended 1 day training session by St. John Ambulance on First Aid and Fire Safety.
- Was a member in *ROTARACT* during College..
- Won first prize in chess competition school level.
- Participated in B- zone college level chess competition.

PERSONAL STRENGTHS:

- Adaptive to challenging situations.
- Good planner.
- Highly interactive person, good in interpersonal skills.
- Ambitious, Enthusiastic, Creative and dedicated to work.

PERSONAL INFORMATION:

Date of Birth: 30-10-1988
Languages: English and Tamil
Address: 39, Ramesh Nagar, Valasaravakkam, Chennai – 600087

DECLARATION:

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE: Chennai
DATE:

SIGNATURE
(GAYATHRI.S)