

CURRICULUM VITAE

Swathi Acharya

Email : swati.acharya20@gmail.com

Ph : 9538941945

Career Objective:

To be part of a company where growth is part of the process and the work culture such that human values are never ignored in the name of competition.

Key Skills:

Completed **German A1 A2 B1 Certification** from Reputed Institute (IFA) Stuttgart, Germany.

HR Operations, HR Coordination, Joining Formalities, Induction process, Requisition Management, Employee Relations, Offer Generation, Onboarding, Background Verification, Purchase Order Creation, Talent Acquisition, Reports and Tracker updates, GRN Creations, Exit Interviews & Formalities, Full and Final Settlement, Vendor Management, and Stakeholder Management. Looking forward to working in a creative, challenging, and learning atmosphere, which provides ample opportunities for growth.

Professional Experience :

Worked as HR Specialist(Talent Acquisition Analyst) in Lumen IT Technologies(Rishabh Corporate Services) from August 2022 to March 2023.

- Experience working in HR Operations, Invoice processing, Pre and Post Offer Management. offboarding, Vendor Management.
- Collecting information from recruitment team and updating on Ariba tool.
- Responsible for joiner email and sharing the onboarding link with new joiners.
- Sending an email to onboarding team for CUID creation and BGV initiation.
- Responsible for offer management of all types of contracts hiring.
- Responsible for offboarding and taking care of exit formalities.
- Responsible for Job Posting with Contract, Contract strategic and FTE Vendor partners.
- Ability to work on contract conversion and ensure seamless onboarding.
- Responsible for FTE billing. Creating FTE PO sharing with vendor partners.
- Responsible for Invoice processing, GRN creation.
- Preparing employee referral, re-location and joining bonus report and sharing with payroll team for payment.
- Collecting Credit notes from Vendor and sharing with finance team.
- Vendor empanelment by using Ariba tool and placing agreements.
- Coordinating with US legal team and creating the vendor code by using Ariba tool.
- SPOC for PR / PO creation by using Ariba.

- **Worked as HR Operations Executive in DayToDay Health from August 2021 to July 2022 date.**

Roles and Responsibilities :

- Managing end-to-end recruitment with effective talent acquisition to ensure on-time availability of man-power in accordance with business/function requirements.
- Managing the recruitment process for the entire PAN India through various website like workable, Naukri.
- Handling both Permanent and Contractual positions for Tech/Non-Tech Requirements.
- Sourcing candidates using Job portals, Employee Referrals, Internal database
- Conducting initial rounds of **HR** interview in order to judge the candidate's suitability, attitude, academic & professional qualifications, experience, communication skills etc before putting up to the technical panel
- Scheduling candidates for interviews and follow up for updates / feedback / approvals
- Coordinating with offer negotiation & making offers.
- Releasing Offer letters and ensuring acknowledgement copy is received back.
- Ensuring smooth on-boarding of new joiners to processes, policies & administration etc
- Onboarding & Induction of new recruits, sending welcome e-mails, official email id's generation, sharing joining kit, biometric registration, getting their workstation ready and medical insurance, issuing appointment letter to new joiners
- Responsible for training & induction for the new **Employees** in Talent Acquisition team.
- Deliver a superior new hire experience by providing a good and smooth onboarding and induction experience, and maintaining quality throughout the pre/post-employment onboarding process
- Handling and maintaining the employee files, contracts, (maintaining and updating various data trackers for Onboarding/Offboarding, Employee Engagement,, Rewards & Benefits TAT, Talent & Culture, Training reports), and other documents in hard and soft copies and timely updating the data timely in HRMS/HRIS system
- Acting as the first point of contact for all **HR** related matters & addressing all employee queries, grievances, and other concerns, and taking necessary action in the required timeline
- Setting up, monitoring, and then tracking all employee probationary periods, notice period, contract terms, appraisals timelines, Insurance terms, allotted targets, and issuing new letters accordingly
- Managing all aspects of leave and attendance management, employee notification, and vendor management
- Coordinating with Accounts /Finance, Compliance team in monthly payroll, provide them accurate salary data including Attendance, Incentive, Bonus, Commission, employee loan, PF, ESIC, and other benefits and deductions in the given TAT
- Preparing various letters like Offer letter, Appointment letter, Confirmation letter, Increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, Experience/service certificate, relieving letter, etc
- Driving separation, Exit Interviews and Final Settlement for employee.

- **Worked as IT/HR Recruiter in Ethic Pro Solutions from March 2019 to Dec 2019.**

Roles and Responsibilities :

- Handling the complete recruitment and selection process, right from sourcing for the requirement to closing the requirements.
 - Interacting with clients on regular basis.
 - Able to find candidates from various sources.
 - Identifying future hiring needs and proactively source potential hires.
 - Fulfilling positions within the timeframe.
 - Prepare a detailed summary of each short-listed candidate comprising of their biographical data, career and remuneration.
 - Interacting with HR professionals across the industry.
 - Follow-up with the client for conducting the interviews & Final results of Interviews.
- **Worked as Technical Consultant for Mitigating Control Project in Robert Bosch Engineering and Business Private Limited, Electronic City Bangalore from 2nd September 2013 to 2nd March 2014**

Roles and Responsibilities :

A Mitigating control is type of control used in auditing to discover and prevent mistakes that may lead to uncorrected and/or unrecorded misstatements that would generally be related to control deficiencies.

For example, a trader may fail to record a trade and the error may go unnoticed for several reporting periods.

- Business Impact Analysis. The BIA is one of the most important controls. ...
 - Recovery Strategy. Once you have the results from a good BIA you can use them as the foundation for your second control, the Recovery Strategy. ...
 - Recovery Plan
 - Third-party Suppliers.
- **Worked as International Recruiter in One Apps Enterprise Technologies Pvt Ltd, Kodihalli Bangalore from 29th March 2010 to 6th Jan 2011**

Roles and Responsibilities :

- Sourcing, screening and providing a shortlist of qualified candidates for various roles. The roles include sales, marketing, product, and engineering.
- Knowledge of sourcing techniques.
- Write and post job descriptions on LinkedIn. Post jobs on local portals.
- Source candidates. Perform pre-screening calls to analyze applicants abilities based on questions provided by hiring managers.
- Schedule interview with hiring manager and team members.
- Negotiate with candidates.
- Keep candidates engaged from job offer to onboarding.

Academic Educational Qualifications

- BE (E&C) Graduation from A.P.S Engineering College Bangalore, under VTU University in the year 2009.
- Higher Secondary (PUC) from M.P.L Shastry PU College, under K. Pre University Board in year 2005.
- SSLC from Aurobindo Vidya Mandir, Bangalore, in year 2003, under K.S.E.B Board.

Personal Skills

- Positive Attitude, Determined, High Energies.
- Hard Working, and Sincere.
- Good decision making and analytical skills.
- Able to handle people in a very efficient way.

Personal Details

Date of Birth	:	20-06-1988
Nationality	:	Indian
Marital status	:	Married
Address	:	Gf06, B Block, Akshay Kuteera, 6 th cross, Akshaynagar, Dlf new town, Yelenahalli, Bangalore
Place	:	Bangalore

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