

## HARINI R

1/53, Namus PG for Ladies , Stage 1, BTM layout, Bengaluru, karnataka - 560094  
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### OBJECTIVE

Self-motivated individual with (1.8+ years) of Experience into HR domain a knack for critical thinking and developing solutions that are not only scalable but also easy to implement. Creative individual with the ability to understand day to day issues faced by management and employees. Seeing to revolutionize the HR Management and Activities by Implementing New Processes and working outside the box.

### EXPERIENCE

- **Provab Technosoft Pvt. Ltd, Bengaluru (Trainee)** **May 2023 - Aug 2023**  
HR Trainee  
Sourcing, Screening, Shortlisting, Recruiting, Hiring, IT Recruitment, Non-IT Recruitment, Clients handling, Interview Scheduling, Coordinating, Induction, Onboarding, End to End Recruitment.
- **Amazon Development Center, Bengaluru (Contract)** **May 2022 - Nov 2022**  
HR Assistant  
HR - CTK ( Centralized time keeping ) department , Time and Attendance Management, Leave Management, Grievance handling, Maintaining Employee Database, Induction, Training and Development, Employee Engagement, Team Management.
- **Ola ( Ani Technologies ), Bengaluru** **Jan 2020 - June 2020**  
CVT Executive ( Central Verification Team)  
Verifying and Validating Clients Documents and Performing Background Checks (BGV).

### EDUCATION

- **ANNAMALAI UNIVERSITY, CHIDAMBARAM** **2022**  
M.B.A in ( Human Resource Management)  
**81% (with Distinction)**
- **P.S.V COLLEGE OF ENGINEERING AND TECHNOLOGY, KRISHNAGIRI** **2018**  
B.E in ( Computer Science Engineering )  
**70%**
- **BHARAT MATRIC HIGHER SECONDARY SCHOOL, KRISHNAGIRI** **2014**  
HSC  
**73.5%**
- **BHARAT MATRIC HIGHER SECONDARY SCHOOL, KRISHNAGIRI** **2012**  
SSLC  
**83.2%**

### SKILLS

- Induction, Onboarding & Joining Formalities
- End To End Recruitment
- Hiring, Screening & Shortlisting
- Scheduling & Coordinating Interviews
- Employee Engagement
- Grievance Handling
- Communication Processes
- Client's Handling
- Leave Management

- Team Management
- Time and Attendance Management
- HR Operations
- Employee BGV Verification & Validation
- Training and Development

## PROJECTS

### • IOT Based Smart Irrigation And Monitoring System In Cloud Computing

Using the Smart irrigation we can improve the agriculture and monitoring the live data streams of land and soil in cloud computing

## INTERESTS

- Human Resources Generalist
- Planning and organizing
- Leadership
- Labour Laws
- Performance management
- Benefits and compensation
- Payroll Processing
- HR Coordinator
- End To End HR Activities

## STRENGTH

- Multitasking
- Problem Solving
- Independent And Bold
- Interpersonal skills
- Decision Making

## ADDITIONAL INFORMATION

Father's Name : M. Ramesh

Nationality : Indian

Gender : Female

Marital status : Spinster

Language : English, Tamil, Kannada, Telugu

## DECLARATION

- I hereby declare that the information are correct and true to my knowledge and belief

Signature: \_\_\_\_\_



Harini R