

**DIVYA R**

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### **Professional SUMMARY:**

Conscientious and compassionate human resources professional with drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent interpersonal, coaching and communication skills. Talent Acquisition, Attrition, Retention of Employees and end to end recruiting process.

- Knowledge in HR system and databases.
- Demonstrate all the required human resource matrix.
- Plan and review compensation and Benefits. Knowledge of MS office and Advance Excel.
- Implemented performance reviews and motivational strategies to elevate HR team results.
- Processed employee claims involving performance issues and harassment.
- Encouraged staff members with incentives and special events.
- Collaborated with the legal and compliance teams to examine documentation, get input, and gather information for new training procedures.
- Enforcing HR regulations and guidelines.
- Comprehensive understanding of HR procedures and labor law.
- End to End recruitment process.
- Maintained regulatory compliance with local, state, and federal requirements for human resources.
- Led onboarding workshops and on-the-job training for new hires, enhancing their knowledge and skill set for the position.
- To increase Employee's Retention rate
- To reduce Employee's Attrition rate, involve in decision making
- HR strategy & HR Generalist.
- Handling employee grievance and maintain employee welfare.

### **EDUCATION QUALIFICATION:**

**MBA** in Human Resource Management & Finance with 75% from **Bangalore University**.

**B.com** from Bangalore **University** with 72%

**12<sup>th</sup>** from **Bangalore University** with 78%

## **SKILLS:**

- Talent acquisition specialist
- HRIS & HRMS
- HRBP & HR Strategy
- Employee Engagement
- Compensation and benefits
- Statutory Requirements
- Performance management
- HR legal compliance
- HR processes
- Company policies & procedures
- IT & Non-IT Recruitment
- Training and Development
- HR Generalist
- Strategic planning
- Decision making
- Grievance handling
- End to end Recruitment process
- Multitasking Abilities

## **PROFESSIONAL EXPERIENCE:**

**SAHARA LABELS PVT LTD**

**June 2022- December 2022**

**Role: HR MANAGER**

### **Responsibilities:**

- Talent Acquisition, Payroll, Attendance maintenance, Attrition, Retention of Employees and end to end recruiting process. Knowledge of MS office and Advance Excel.
- Maintain Statutory requirements, HR Generalist, Training & Development, Performance appraisal, HR Strategy, Grievance handling and Employee Engagement.
- Knowledge in HR system, databases, HRIS & HRMS.
- Demonstrate all the required human resource matrix.
- Plan and review compensation and Benefits;
- Enforcing HR policies and procedures.
- Expertise knowledge of labor law and HR practices.
- Excellent communication and presentation skill.
- Planning, assigning and directing work; authoring and discussing with employee's performance appraisals.
- Framing new policies and procedures to improve the organizational work culture

**DECO SPORTS INFRA CO****January 2018 - 2020****Role: HR OPERATIONS MANAGER****Responsibilities:**

- Demonstrate all the required human resource matrix.
- Talent Acquisition, Payroll, Attendance maintenance, Attrition, Retention of Employees and end to end recruiting process. Knowledge of MS office and Advance Excel.
- Implemented performance reviews and motivational strategies to evaluate HR team results.
- Plan and review compensation and Benefits;
- Expertise knowledge of labor law and HR practices.
- Maintain Statutory requirements, HR Generalist, Training & Development, Performance appraisal, HR Strategy, Grievance handling.
- Framing new policies and procedures to improve the organizational work culture
- Planning, assigning and directing work; authoring and discussing with employee's performance appraisals.
- Manage overall operations and is responsible for the effective and successful management of labor, productivity, quality control, safety measures as established and set for the organization.
- Handled daily tasks, using statistical analysis, making and reviewing budgets, and controlling costs.
- Manage inventory, distribution of goods and facility layout.
- Organize interactions with all important departments and Employee Engagement.
- Knowledge in HR system, databases, HRIS & HRMS.

**BHARTI AXA LIFE INSURANCE COMPANY PVT.LTD****January 2017 - December 2017****Role: Agency Manager****Responsibilities:**

- Responsibilities include interviewing, selection and hiring; training new and existing employees and advisors.
- Approved staff hiring, termination, promotions and department transfers.
- Attended seminars, conferences and organizational activities to maintain management expertise.
- Protected client and co-worker confidentiality, maintained data privacy compliance and adhered to HIPAA restrictions.
- Co-coordinating with the customers for disbursement procedures.
- Completing the documentation procedure.
- Provide training to the telesales team.
- Co-ordination with Customers for disbursement, Sanction queries & providing them related information.

**Role: Talent Acquisition Executive**

**Responsibilities:**

- Coordinating with hiring managers to identify staffing needs
- Determining selection criteria
- Sourcing potential candidates through different channels
- Using both traditional and modern methods to source the candidates
- Plan interview and selection procedure, including screening calls, assessment and in person interview
- Assess candidate information, including resumes and contact details, using Applicant Tracking System (ATS)
- Design Job Description, interview questions that reflects each position requirements.
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events
- Foster long term relationship with past applicant and potential candidates

**AREAS OF INTEREST:**

- **Finance & Accounting**
- **Human resource management**
- **Banking**
- **Business Administration**

**PERSONAL DETAILS:**

- **Father's Name:** Ramamurthy. N
- **Gender:** Female
- **Nationality:** Indian
- **Languages Known:** Kannada, English, Telugu, Hindi and Tamil.
- **Hobbies:** Playing Tennis, Gardening, Reading books.

**DECLARATION:**

I hereby declare that all the statement made in this application is true and complete to the best of my knowledge.

**Place: Bangalore**

**DATE:**

**[R Divya]**