

# K. Sharada

HR Professional

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## Summary

Experienced and dedicated HR professional with 9+ years of experience, ensure HR systems support agencies in recruiting, hiring and retaining an excellent and diverse workforce. Highly skilled, results oriented Human Resources Generalist with diverse experience and proven track record working within Manufacturing, Consulting, and IT Software Services, Division and Corporate levels. Proven ability to develop relationships and support employees of all levels within an organization.

## Skills :

*Adaptability, Time Management, Creativity, Decision Making, Employee Communication, Employee Retention Microsoft Office Interviewing, Hiring, Employee Relations, Human Resources, Problem Resolution, Team Building, Employee Surveys, People Management, Payroll Assistance, Pre Background check, R&R, Employee Engagement, Exit Formalities & Process, Policy framing.*

## WORK EXPERIENCE:

### Proton Engineering Consultancy & Services Pvt Ltd.

- Assisting the manager in organizing, planning and implementing Hr & Recruitment strategy.
- Coordinating on daily basis with the Team lead and team regarding the hiring status .
- Track weekly, monthly , quarterly & annual progress of the team.
- Supervise and motivate the HR and TA team to fulfill the requirements of the organization.
- Communicate with the Management regarding the requirements.
- Completing documentation of the new joiner.
- Conduct onboarding of new joiners.
- Being a point of contact to the employer and management.
- Handling employee grievances and discussing with the manager to clarify the issue.
- Make sure all employees adhere to company's policies and guidelines.
- Supporting Manager in policy creation and getting approvals from the Management.
- Maintaining Employee Relations.

## Recruitment & Selection

- Determining current staffing needs and producing forecasts.
- Developing talent acquisition strategies and hiring plans.
- Plan and conduct recruitment and selection processes (interviews, screening calls etc.)
- Take steps to ensure positive candidate experience.
- Assist in employee retention and development.
- Supervise recruiting personnel.

## Employee Onboarding

- Welcoming new hires with prepared onboarding kits and an office tour.
- Emailing new hires with details about the company, including parking information, work schedules, and dress codes
- Introducing new hires to their team members.
- Providing new hires with manuals, guidelines, and passwords, as needed.
- Gathering and filing all paperwork related to new hires, including contracts and non-disclosure agreements.
- Arranging product and company demos and presentations.

## Employee Engagement

- Developing strong, trusting relationships with each team member
- Creating engagement plan.
- Support improvement initiatives.
- Focus on the needs of the employees
- Organize skill development programs for the growth of the employees.
- Recognizing and celebrating strong individual and team performance.

- Working with employees to create motivating goals
- Identifying promising individuals who are ready for new opportunities and roles.
- Fulfilling their necessary needs and requirements

### **Employee Relations**

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- Offering counseling services to employees
- Participating in recruitment and dismissal processes
- Performing employee background checks and verifying information.
- Collecting and organizing employee data and files, as well as overseeing employee training initiatives.
- Fostering positive employee relations and providing support throughout the employee lifecycle.
- Communicate policies pertaining to Human Resources, compensation, and benefits.
- Conduct exit interviews.
- Collect and analyze employee data.
- Use data to create employee profiles.
- Organize and update employee files.
- Adhere to regulatory standards.
- Oversee employee orientation and training.

### **Employee Benefits.**

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- Contacting and communicating with benefits vendors
- Advise the company of the best options for employee benefits
- Manage vendor payments where necessary.
- Ensure the benefits programs meet the employees needs and comply with legal requirements.
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### **Federal Soft Systems Inc.**

#### **Associate Manager HR [ 07/2021- 10/2022].**

- Researched, recruited, staffed, on-boarded, and trained new company hires according to the needs of department managers and company budget.
- Networked with industry contacts, association memberships, and associates.
- Pre-screened all resumes prior to sending them to corporate hiring managers for consideration.
- Oversaw a human resources department of 4 team members and their various functions.
- Assist the regional human resources executives in the planning, development, and implementation of effective human resource strategies/policies.
- Collaborate with all departments to ensure the human resource initiatives and goals are consistently and successfully achieved.
- Supervisor of 300+ employees while simultaneously promoting a positive and productive working environment.
- Supported management in developing and implementing personnel policies and procedures.
- Explained all of the human resources policies, procedures, laws, standards, and regulations to each employee.
- Effectively liaised between senior management and employees to maintain and improve company-employee relations.
- Maintained extremely well organized records and handled all HR matters with confidentiality and the application of company standards.
- Facilitated all new employee orientations to foster a positive team attitude.
- Supported the annual employee evaluation program by preparing worksheets, communication materials and coordinating meetings.
- Counsels with department heads and employees regarding performance reviews, personnel issues, scheduling, benefits, wages, etc.
- Works closely with the senior management to ensure maximum employee satisfaction and retention.
- Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.
- Ensure that employees fully understand the key employment laws and company policies including appropriately addressing minor, moderate and more serious issues and complaints, investigating disputes, and protecting the confidentiality.
- Addressed all employee harassment allegations, work complaints, and other concerns. Conducted exit interviews and verified that employment termination paperwork was completed.

## **JS International LLC**

### **Company HR [08/2016- 06/2021].**

- Coordinating with the senior Manager and taking the requirements.
- Handled complete end to end Recruitment from taking requirements till on boarding the candidate.
- Explained all of the human resources policies, procedures, laws, standards, and regulations to each new joiner Coordinated with employees & management to communicate various HR policies, procedures, standards & regulations";saved recruiting expenses by implementing company's first employee referral bonus program.
- Developed alignment & high performance in a high growth & dynamic business environment by designing / implementing new on-boarding, performance management, and employee engagement initiatives Introduced a flexible & well-received tool after introducing company's first formal performance review program.
- Formulated & implemented company employee handbook. Responsible for Employee Engagement activities.. Monitoring Leave & Attendance Management of Employees.. Handling Employee grievances and employee retention. Conducted exit interviews, completing full and final settlement of the exit employee and issuing their relieving and experience letters.

## **Accutrans KPO Pvt Ltd.**

### **Team Lead Recruitment [05/2016 – 08/2016].**

- Handling a team of 4 recruiters.
- Responsible for end to end recruitment.
- Assigning day to day task to the team, having team meetings on regular basis.Taking care of client management.
- Coordinating with the clients by taking the requirements and assigning to the team.
- Coordinating with Recruitment Manager and understanding the requirement and explaining the same to the team.Preparing the day to day line up tracker and sharing it with Recruitment Manager.
- Coordinating with clients and sharing the line up details to the client and following up with the clients regarding the same. Understanding the challenges and difficulties of the team regarding the requirements and hiring.

## **Penta HR Pvt Ltd**

### **HR Recruiter [06/2014-04/2016]**

- Worked target oriented in recruitment.
- Working on the requirements assigned by the TL.
- Sourcing & screening the profiles as per the requirements.Coordinating with the candidate and explaining the JD.
- Sharing the shortlisted candidates profile lined up for interviews.Followup with the candidates till they reach the interview location.
- taking feedback of the candidates after interview completion and coordinating with them continuously and sharing thefeedback.
- Coordinating with TL regarding candidates feedback.

- Develop an employee benefit program with HR to attract good employees.
- Conduct research on employee satisfaction and respond accordingly to the results.
- Organize and plan an employee benefit fair that brings together employees and employee benefit vendors.

## **Payroll & Compensation**

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Identifies and recommends updates to payroll processing software, systems, and procedures.
- Developing and implementing an effective legal compliance program
- Proactively auditing processes, practices and documents
- Educating and training employees.
- Draft and revise company policies.
- Educate and train employees on regulations and industry practices.
- Address employee concerns or questions on legal compliance

## EDUCATION:

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MBA | JNTU, Ananthapur | Andhra Pradesh | 2011-2013.

B.Sc Computers | Sri Krishna Deveraya University | Andhra Pradesh | 2007-2010.

HSC | Higher Secondary Board | Andhra Pradesh | 2005-2007.

SSC | Secondary School Board | Andhra Pradesh | 2005.

## LANGUAGES:

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English- (Read, Write, Speak).

Hindi - (Read, Write, Speak).

Telugu- (Read, Write, Speak)

## CERTIFICATIONS:

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- Completed HRM Work Flow Set up – Udemy.
- Compensation & Benefits- LinkedIn Learning.
- People Management – Great Learning.

## AWARDS:

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- 🏆 Titled as “Young Manager” at National Level Management Meet.
- 🏆 Achieved “Best Performer” at Federal Soft Systems.
- 🏆 Achieved “Performer of the Year” 2021- 2022 at Federal Soft Systems.

## Interests

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- 🏆 Pencil art drawing.
- 🏆 Travelling
- 🏆 Reading Books.
- 🏆 Attending HR webinars.

## DECLARATION

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I, K Sharada , hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**K Sharada**

**Date:**