




CONTACT

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 Bangalore, India

SKILLS

- MS Office
- Good interpersonal skills.
- Assertive Approach.
- Good convincing power.
- Planning and organizing.
- Stakeholder Management
- Exit Management.
- Onboarding & Induction.
- Escalation Management
- HR Audit
- Attendance Management
- Stakeholder Communication
- Vendor Management
- Invoicing

NEEMA DSOUZA

SENIOR EXECUTIVE

PROFESSIONAL PROFILE

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

WORK EXPERIENCE

Wipro Technologies Ltd  
Senior Executive May 2022- Sep – 2023.

- Joining Formalities of New Entrants:
- Coordinated and facilitated the onboarding process for new employees, including completing necessary paperwork, verifying documentation, and collecting required information.
- Reverting to Queries Raised by Employees and Internal Stakeholders:
- Served as a point of contact for employees and internal stakeholders regarding various queries and concerns.
- End-to-End Employee Attendance Data Management and Analysis:
- Managed the entire employee attendance data process, including capturing, tracking, and maintaining attendance records.
- Collaboration with Multiple Functions:
- Collaborated with Service Lines, Talent Acquisition (TA) team, and Workforce Management Group (WMG) to ensure seamless coordination of resources and project staffing.
- Working with Senior Management to Drive Insights-Centric Approach:
- Partnered with senior management to develop and implement an insights-centric approach to IT/business processes across Wipro functions.
- Resource Assignment and Tracking:
- Acted as the primary contact for resource assignment needs, ensuring efficient allocation of resources to projects by facilitating communication between resources and managers to ensure effective staffing on projects.
- Asset Management:
- Collaborated with the Asset team to track assets, including shipments, allocation, and retrieval.
- Fulfilment of Open Demands:
- Worked closely with relevant teams to fulfil customer demands for resources, ensuring timely and appropriate staffing.

#### Sharing Monthly Revenue Reports:

- Prepared and shared monthly revenue reports with the Assistant Division Head (ADH) to provide insights into financial performance and trends.

#### Driving PMO Related Activities and Customer Engagement:

- Drove PMO-related activities, ensuring adherence to project management best practices and customer requirements.

#### Invoicing and Projection Management:

- Generating and issuing accurate and timely invoices to clients or customers based on agreed-upon terms and project milestones. Verifying billing information, such as rates, quantities, and discounts, to ensure accuracy.
- Collaborating with project managers, finance teams, and other stakeholders to gather data and information for project projections and forecasts.

### Huawei Technologies India Pvt. Ltd, Bangalore

#### HR Operation Executive Jul 2018- Apr 2022

- Conducted joining formalities for new entrants, including employee code creation, biometric registration, and background document verification.
- Provided orientation sessions and activities, managed virtual learning courses, and ensured timely completion of new hire documentation.
- Created, updated, and maintained employee data in the billing tool (ODCMS).
- Developed onboarding policies and procedures to facilitate the smooth integration of new employees into the organization.
- Interacted with BL stakeholders on a day-to-day basis for employee management and attendance.
- Acted as a single point of contact and efficiently managed escalations and inquiries.
- Effectively utilized Attendance Management Tools such as ODCMS and SecurTime to optimize processes.
- Managed vendor communication for onboarding, attendance reports, and exit formalities.
- Consolidated timesheets, verified efforts, and processed them to BLs and vendors.
- Provided end-to-end support for various business activities and responded to queries.
- Managed end-to-end employee attendance data, including analysis and report preparation.
- Assisted managers and employees in resolving attendance problems and queries.
- Collected, reviewed, and approved local timesheets.
- Handled employee changes, such as promotions and terminations.
- Managed exit formalities for ODC resources and archived relevant documents.
- Ensured data quality and accuracy through internal auditing of documents, invoices, and band changes.
- Prepared and updated the ODC Operation Manual and internal ODC documents.

### Planman HR Private Limited, Bangalore

#### HR Operation Executive Aug 2017- Jan 2018

I have successfully managed joining formalities, prepared appointment letters, facilitated bank account openings, and maintained employee personal files. I conducted monthly attendance cross verification and resolved PF queries while overseeing the issuance of PF and ESI cards. Additionally, I handled exit formalities and issued relieving and work experience letters.

**Infosys Private Limited, Bangalore**

**HR Recruiter Mar 2017- Jun 2018**

As part of my role, I successfully screened resumes using internal references, shortlisting based on desired skills and experience. I assessed candidate skill sets, scheduled interviews, and maintained effective communication throughout the process. Coordinating with stakeholders, I organized interviews to create a seamless experience. Working collaboratively, I contributed to achieving our team targets

**Aster CMI Hospital, Bangalore**

**Intern Dec 2015- Feb 2016**

During my internship, I conducted a study on organizational culture. The study focused on understanding how organizational culture affects employee attitude and how it influences employee behavior. Responsibilities handled during internship are

- Taking Care of Joining and exit formalities of employees. Maintaining staff data base and HR Audit and conducting background verification.

## **EDUCATION**

**Master Of Business Administration (MBA) March 2015 - June 2016**

Completed MBA with First Class in Human Resource, from Vishveshwarya Technical University, Shimoga, Karnataka, India.

**Bachelor of Science (BSc) March 2010 - June 2012**

Passed Bachelor of Science (BSc) in Electronics, Mathematics & Computer Science (EMCs) with First Class, from SRNMC College, Kuvempu University, Shimoga, Karnataka, India.

**PUC (12th) March 2008 - February 2009**

Passed PUC (12th) from DVS Composite PU College, Shimoga, Karnataka, India.

**SSLC (10th) January 2006 - June 2007**

Passed SSLC (10th) with First class, from Loyola High School, Shimoga, Karnataka, India.

## **DECLARATION**

I hereby declare that the above information's are true to the best of my knowledge. I would appreciate your consideration

Sincerely,

Neema Dsouza