



Komala S

Summary

With 6+ years of experience in HR as Executive have hands-on experience in Managing HR Operations, Attendance, Payroll, Employee Engagement, Compliance, ESIC & PF and Other related activities across India.

Get in touch!

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Work Experience

HR Executive

WhiteCross Health Initiatives Pvt. Ltd | May 2017 - Jan 2022

- Support the recruitment/hiring process by sourcing candidates, performing a background check and assisting in shortlisting etc.
- Induction, onboarding and documentation.
- Drafting job offer, appointment letter and various HR letters.
- Supporting leadership and employee relations by responding to requests, grievances and resolution on an immediate basis.
- Managing attendance systems.
- Managing payroll for over 400+ salaried employees.
- Performing HR audits of both Physical and Digital (Simpliance and Karma)
- Maintaining employee files in both paper and electronic form
- Track key HR metrics like cost per hire and retention rates.
- Leave tracking and management.
- Gather and analyze HR data. Prepare monthly HR reports.
- Oversee daily operations of the HR departments.
- Ensure compliance with relevant laws.
- Actives and return filing of ESIC and PF of every month.
- Handling exit interview, feedback & full and final settlement.

Senior HR Executive

SuperSeva Global Service Pvt. Ltd (deputed at IBM India Pvt. Ltd) | Feb 2022 - Present

- Prepare onboarding documents and kits for the new hires.
- Responding to queries from new hires about their contracts and salary
- Collect, organize and process documents, such as non-disclosure contracts and agreements.
- Support employees with efficient problem-solving when any HR issues arise.
- Post onboarding actives profile creation for new joiners by using software.
- Resolve any employees' queries, such as those related to issues like salary and labor regulations.
- Organize hard and soft copies of employee records.
- Reinforce the company policies, rules, and procedures to ensure employees' safety.
- Process documentation and prepare reports relating to performance evaluations.
- Preparing and looking into Daily, Monthly Reports and Dashboards
- Conduct and analyze exit interviews and make actionable recommendations based on data.
- Oversee employee labor and HR federal laws and regulations to assure compliance.

- Manage the off-boarding process and calculate End Service benefits..
 - Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
 - Tracking laptop collects and returns on daily basis and follow-ups.
 - Update internal databases (e.g. record sick, Peternity or maternity leave)
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Academic History

Oxford College of Business Management, Bangalore

**Master of Business Administration in Human Resources and Finance
(2014 to 2016)**

U S M R F G College, Shimoga

Bachelor of Business Management (2011 to 2014)

Skills

- HR Database
- Employee relations
- Employee Engagement
- Friendly, positive attitude
- HR metrics

Soft Skills

- MS Excel
- MS Office

Languages Spoken

- Kannada
- English