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| Talent Acquisition | Talent Management Training and Development | Vendor Management | Human Resource Management

Enterprising leader & planner in streamlining operations, invigorating businesses, heightening productivity, systems & procedures in an **IT, Non-IT industry**.

Profile Summary

- A result-oriented professional offering **over 12 years** of successful career in **Talent Acquisition (IT & Non-IT), Payroll processing, HR Operations, HR Generalist Operations, Training & Development, Competency Mapping**
- Proficient in **Talent Acquisition, Employee Engagement, Training and Development, End-to-End Recruitment Process, Social Media Networking, Onboarding and Induction, Implementation of Policies & Procedures, Joining Formalities & Client and Vendor Management**
- An effective communicator with excellent managerial, relationship building & interpersonal skills; strong analytical, problem solving & organizational capabilities to deal with people & willingness to learn new things.
- Willingness to take on new and additional responsibilities and eagerness to accept new challenges.

Core Competencies

Talent Management	HR Operations	End to End Recruitment
Training & Development	Vendor Management	Employee Welfare & Exit Management
Employee Grievance Handling	System Implementation	Employee Engagement

Organizational Experience

- **Ramco Systems, Chennai. Assistant manager – HR – Feb 2022 – Till date**
- **Optimum Infosystems Ltd, Chennai. Sr. Talent Acquisition - May 2019- Jan 2022**
- **Frontier Business Systems Pvt Ltd, Chennai. Sr. HR Consultant - May 2015 – April 2019**
- **Amaze Software India Pvt Ltd, Chennai. Sr. Executive – HR Recruitment - Jan 2015 - Apr 2015**
- **Dot Infotech, Chennai. Sr. Executive – HR – Recruitment & Generalist – Apr 2011 – July 2014**
- **Career Impact, Chennai as Executive – HR Recruitment -Mar 2009–Mar 2011**

Key Result Areas:

Talent Acquisition:

- 12 Yrs. of experience in handling End to end Recruitment - Sourcing, Staffing, Scoping and on boarding candidates in Generic and niche skills in IT & Non-IT industry.
- Handled niche & generic skills in IT like Mainframe, Power BI, SQL, Testing, networking, Java, Cloud computing, AI, SCM, HCM etc. Non-IT skills handled like Designers, sales/marketing professionals, Business development, Solution Architects, Engineers, Business Analyst, Project Managers, Associate directors etc.
- Managed internal Stake holders of 3 business units in Ramco Systems and external stake holders like SCB, HCL, TCS, CTS, Wipro.
- Recruited bulk freshers of 15 people, trained them end to end recruitment and monitored their performance trends in terms of delivering good results.

HR Operations:

- 6+ Yrs. of experience in Administering employee life cycle in the organization from on-boarding till separation.
- Handled payroll administration for India Geo employees on monthly basis for 6+ Yrs.
 - a. Providing timely inputs to finance team for payroll processing based on the employee's attendance, LOP, bonus, incentives.
 - b. Coordinating with vendor for employees PF enrolment, transfers etc.
 - c. Handled ESI enrolment for new employees in ESI portal.
 - d. Handled administration team on employees in time and out time monitored properly, pantry accounts, housekeeping etc.
- Designing induction program for the same; issuing offer letters or appointment letters for new hiring and designing their induction program; maintaining employees Data's.
- Joining formalities on onboarding and inducting them into the process, Employee Leave Management, event management, Awards & rewards.
- Coordinating with Management and Heads of Department for implementing HR policies and procedures in line with core organizational objectives.
- Conducted events on special occasions.

Academic Credentials

- MBA in HR from University of Madras- Chennai - 2008
- B.Com. from Justice Basheer Ahmed Syed College for Women (S.I.E.T) – Chennai - 2005

Special Interests

- Gardening
- Passionate and empathetic about pets and animals
- Music

Personal Epitome

Languages Known: Tamil, English.

Permanent Address: No. 18, Ramadoss St, VGN Prathish Avenue, Gerugambakkam, Chennai - 122

References: Would be provided on request.