

RESUME

V Himabindu
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OBJECTIVE:

To associate myself with a professional and goal oriented organization and apply my inherent and acquired skills for the development and growth of the organization and self.

SYNOPSIS

- Having 5 years experience in Recruitment, Joining Formalities, Induction, Payroll, Attendance Management, Separation Process and Statutory Compliance.
- A quick Learner with the ability to work under pressure and meet deadlines. Exceptionally well organized with a track record that demonstrates self motivation, creativity and initiatives to achieve the set goals.

EXPERIENCE:

Worked as a **Payroll Executive** in **ASCENT HR** (Bangalore) from June 2018 - Jan-2019.

Roles & Responsibilities at ASCENT HR :

- Interacting with 9-10 Clients about regular input and updating accordingly and resolving the issues related to payroll through mails.
- Maintaining all input files and updating in Excel sheet.
- Generating ESI, PF, PT Reports from system and sending to concern clients.
- Sending Pay slips to all employees as per client request.

Worked with **Lotus Wireless Technologies India Private Limited** (Visakhapatnam) as a HR from Sep 16 to Feb 10th 2018.

Roles & Responsibilities:

- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
- Developing & implementing strategies for screening /recruitment to combat high attrition rate & retain talent.
- Ensuring effective time office monitoring and updating of records.
- Updating leave records (CL,EL and SL, its accumulations, deductions & corrections etc.) and checking absenteeism marks with monthly payroll process.

- Identifying training needs, developing periodical training calendar and organizing trainings for the employees as per training calendar.
- Generating ESI, PF, PT Reports from system.
- Generating and analyzing Employee Attrition Reports, Training Evaluation and Manpower Status.
- Dealing with separation process of the employees from acceptance of resignation till working for the Full and Final Settlement.

*Worked with **Anish Projects** (Bangalore) as a **Sr.HR Executive** from Jan 2015 to May 2016.*

Roles & Responsibilities:

- Interacting with the Customers regarding queries.
- Attendance Handling, LOP's, Leave Details etc.
- Handling Recruitment Activities as per the requirement.
- Joining and Exit Formalities.
- Induction Program and File Administration.
- Handling Payroll Admin Activities.
- Maintain Reports both Hard and Soft Copies of Daily, Weekly and Monthly reports.

*Worked as a **Payroll Assistant** in **GMR Infrastructure Limited** (Bangalore) from Feb 2013-Sep-2014.*

Roles & Responsibilities at GMR:

- Interacting with the Employees regarding queries and updating cases and resolving the issues related to payroll through Case Management Tool.
- Maintaining all input files and updating in Excel sheet.
- Processing bills of employees (i.e., LTA, Medical Reimbursement, Personal Loan and Salary advances) paid as per HR policy.
- Updating Loans, reimbursements, etc. in SAP.
- Doing FNF manually and updating in SAP.
- Generating ESI, PF, PT Reports from SAP and sending to concern team member.
- Preparing Bank statements, Relieving Letters and sending Payslips to all employees by generating through SAP.

*Worked as a **HR-Executive** (IT & Non IT) in **EPRO man power consulting**, (Bangalore) from May, 2012 to Dec 3rd, 2012.*

Roles & Responsibilities at EPRO:

- Requirement gathering, planning and analysis for NON- IT, IT recruitment.
- Resourcing from various channels like Job Portals, Job postings, online Research.
- Interaction with candidates.
- Interaction with the candidate, taking preliminary round over the phone.
- Scheduling of candidates for the interview.
- Handling the entire process of recruitment and assisting in reference checks.

EDUCATION:

- Masters in **Human Resource Management** from GITAM College of Management studies (Andhra University), Visakhapatnam, with 68% (2006-2008).
- Bachelor of Science (Maths, physics, chemistry) from Chaitanya Degree College (Andhra University), Visakhapatnam, with 63% (2003-2006).
- Intermediate education from Vijyana Bharathi College (Board of intermediate, Andhra University) Visakhapatnam, with 67% (2001-2003).
- Secondary school certificate from Mahathi Model High School (Board of secondary school education) Visakhapatnam, with 78% (2000-2001).

ACHIEVEMENTS:

- Received British English Council certificate from **University of Cambridge**.
- Active participation in the events conducted by GITAM Institute of Management Studies.

INTERESTS:

- Travelling.
- Playing indoor games.

TECHNICAL SKILLS:

ERP Package	SAP (HR)
Others	MS-Office suite

PERSONAL PROFILE:

Husband's Name	: V. Rama Chandra Raju
Date of Birth	: 17- 10 – 1985
Languages Known	: English, Telugu and Hindi.
Nationality	: Indian

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

V. Hima Bindu