

A ESTHER EVANGELIN STELLA

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A regular and consistent check on performance of employees and evaluate employee's efficiency in meeting responsibilities and accomplishing objectives. Ensuring high workforce productivity that meet Management goals.

EXPERIENCE

19-09-2018 – 10-01-2023

BACKEND OFFICER, SCHINDLER INDIA PVT LTD

- Assisted HR for processing the Payroll for Field Employees by providing the working days.
- Assisted Field Employees by conveying the issues to HR and Management.
- Monitoring Active Field Employee data and Exit data, updating the HR to remove the exit details of the employees.
- Monitoring the Hours Spent by an individual Field Employees for calculation of Incentives.
- Reports on INEX Utilization, Forecasted Units, etc.,
- Monitoring the Forecast vs. Actual's every month for the forecasted Units in Elevators/Escalators.
- Reports will be shared on daily basis to improve the performance in Erection.
- Performance Analysis of Field Employees and report generating on monthly basis.
- Performance Analysis of Area Managers & Assistant Managers and report generating on monthly basis.
- Elevator & Escalator Completion Activities (Handing Over Activities).
- Follow ups on Project Report for Client with Area Managers.
- Violation Letter's for the Employees who violate the safety process.
- Organizing required materials for the Employees from Head Office.
- Raising Purchase Orders for Vendors to Erect the Elevators, Escalators and Moving Walks.
- Processing the License for Elevators, Escalators & Moving Walks to be approved by Government.
- Generating License received and not available reports for the management to be monitored on monthly basis, to avoid legal issues for the company.
- Reminder Letter's for the Customers who failed to process the Elevators, Escalators and Moving Walks License, to avoid the penalty from the government.
- Accessing SAP Tool for confirming the Customer Approved documents activities and loading the documents in SAP Tool.
- Monitoring High Risk Activity for Elevators on Daily /Weekly basis.

05-03-2018 – 01-09-2018

DATA ANALYST & SALES COORDINATOR, BELIEVEIT TECHNOLOGIES PVT LTD

- Data Base on School software's (CBSE, ICSE & STATE SYLLABUS)
- Co-ordination with School Management to consider the software provided by the company
- Demo on the Software's to the School Management
- Co-ordination with the Software team for customizing as per the School Management requirements

EDUCATION

DECEMBER 2021

MBA - HRM, ST JOSEPHS INSTITUTION

Pursuing Final Year (1st Semester – 60%; 2nd Semester – 61.8%; 3rd Semester – 70%)

JUNE 2017

BBA, KRISTU JAYANTI COLLEGE

60%

MARCH 2014

PU, ST JOSEPH'S GIRLS PU COLLEGE

61.66%

APRIL 2012

SSLC, INFANT JESUS HIGH SCHOOL

58.88%

SKILLS

- Communication Skills
- Decision Making Skills
- Organizational Skills
- Multitasking Skills
- HRM Knowledge
- Quick Learner
- Flexibility
- Sympathetic Attitude
- Self-motivated
- Problem-solving

ACTIVE PARTICIPATION

- Certification in Life Skills held in Kristu Jayanti College 2014.4
- Participated in CSR Week 2014 & CSR Week 2015.
- Active member of NSS (National Service Scheme).

INTERNSHIP

16-05-2016 – 30-05-2016

ORGANISATION ANALYSIS, DRN DEFINITE SOLUTIONS PVT LTD

Analysis on Organizational Structure of the company, Functional Department, Learning Outcome of the Company

15-12-2016 – 01-05-2017

RECRUITMENT & SELECTION PROCESS, SAMPOORNA COMPUTER PEOPLE

Data collection based on recruitment and selection process in the organization.

Data analysis on Sourcing process of the candidates for the client.

Data analysis on how many process involved from Sourcing till the selection of the candidate.

TECHNICAL SKILLS

- SAP – Production Planning ERP
- MS OFFICE
- Adobe

ACHIEVEMENTS & AWARDS

- Won an Award on **Special Recognition Category for Quarter 3** on **28-10-2022** – Schindler India Private Limited.
- Won 2nd place award in Schindler India Private Limited in the Branch Event JASHN on 01-02-2020.
- Won 3rd place in Intercollegiate Management Exhibition held in Kristu Jayanti College on 12-02-2015.
- Won 2nd place in Maths Talent Examination held in Infant Jesus High School on 2011.
- Won 1st place in Maths Talent Examination held in Infant Jesus High School on 2010.
- Won 1st place in Creative Writing Competition in Infant Jesus High School on 2002.

CERTIFICATION COURSE

- PRODUCT MANAGEMENT – Great Learning Academy
- HR Analytics – Great Learning Academy

PERSONAL INFORMATION

- Marital Status – Single
- Languages – English, Kannada & Tamil
- Nationality – Indian
- Area of Interest – HR & Management
- DOB – 26th Oct 1995

DECLARATION

I hereby declare all the information given above is true and correct to the best of my knowledge.

A ESTHER EVANGELIN STELLA