

SHWETHA E

ADDRESS: No.18, 6th Cross, JP Nagar 1st
Phase, Near Sindhoor Convention Hall,
Bangalore-560068.

E-mail id: shwetha5541@gmail.com
Mobile : 8123938245

CAREER OBJECTIVE:

To be a part of an organization which constantly strives to be a global leader in technology, thereby provides world-class customer service, with diligence and hard work in the interests of the organization and in the self-interests too.

PROFESSIONAL EXPERIENCE:

<u>COMPANY NAME</u>	<u>DESIGNATION</u>	<u>DURATION</u>
Test Yantra Software Solutions Pvt Ltd	HR Executive	Dec 2018 – Till Date
ANZ	Payroll Specialist	Aug 2018 – Dec 2018(contract)
Aspire Software Consultancy	HR Executive	Mar 2017 – Mar 2018
Shelby Management Consultants	HR Executive	Apr 2016 – Mar 2017
Talent Square Management Consultants	IT Recruiter	Aug 2015– Mar 2016
ERP IT Solutions	IT Recruiter	Aug 2014– Feb 2015

Test Yantra Software Solutions - Current Responsibilities:

BUSINESS DEVELOPER-

- Generated New 13 clients via Linked in Connection towards business development.
- Supported Talent Acquisition Team during Pandemic(COVID) to close the Open Positions.

Offer letter Generation-

- Process the Offer Letter / LOI for selected candidates in coordination with concerned Departments.
- Releasing 100% error free Offer letters.
- Ensure to call the selected candidate post releasing their offer letter & clear all their doubts regarding compensation structure.

Pre-Joining Formalities & Post Joining Formalities-

- Responsible for smoothly managing pre-joining and post joining formalities.
- Follow up with the candidates until he/she joins parallelly complete all the background verification process two day before joining
- In concern with the concerned department manager/ facilities department for Workstation allocation a day before joining.
- Give a warm welcome to the new joiner, provide joining kit and forms to fill and collect all the documents.
- Providing Hardcopy of Offer Letter and other company documents. Also share details to Facility Department to issue ID Card & Biometric Access, for e-mail ID creation to IT Department.
- Sharing HR policies on the day of Joining
- Conducting Induction process every 15 days for all new Joiners.
- Taking GD Rounds for fresher to check their Communication, Knowledge & Attitude.

Database Management-

- Responsible for maintaining employee files, records, dashboards etc.
- Hard Copies in Files & Soft Copies in Folder)
- Uploading Employee details to Software for Salary processing & informing to Payroll Team.
- Entering TVoice Software & informing concerned team for raising invoice of the employees working at Client's place.
- Well versed in MS Excel & Formulae's and V Lookup and Pivot Table.
- Exposure in preparing MIS Reports and PowerPoint Presentation Preparation on Time to Time.
- Creating PF, ESIC accounts for new Employees and entering Last Working Day in EPFO Portal of Exit Employees.
- Sending Insurance Addition & Deletion list.

Employee Relations-

- Handle queries and grievances, medical insurance, deployments of the employees as per TAT.
- Handle employee deputations to projects, update Voice tracker on weekly basis and share final Voice tracker approved by BU heads.

Employee Off boarding process-

- Co-coordinating with Concerned teams and conduct exit formalities and interview collecting no due from all Departments.
- Handle final settlement queries of exit Employees.
- Provide inputs to payroll team of exit employee to process the full and final.
- Responsible for generating and providing relieving letter to exit employees as per the standard process.

Miscellaneous-

- Prepare and submit all relevant HR letters/ documents/ certificates for all Employees as per the requirement of employees

Employee Engagement-

- Responsible for sending birthday email, joining anniversaries, morning greetings /positive/ motivational quotes daily in the morning
- Monthly birthday celebration (30th or 31st of every month).
- Organizing events on festivals or special occasions, team outing/ outbound activities.

Roles and Responsibilities at ANZ:

- Issuing Soft & Hard Copies of HR Letter, Health Check-up Letter & Service Letter
- Updating Department Movement, Reporting Manager & Emp ID's and Details of New & Existing Employees in Database using Oracle Software.

Roles and Responsibilities at Aspire Software Consultancy:**Recruitment**

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Sourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Conducting telephone and Personal interviews in coordination with departmental heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation, final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance muster for workers, trainees & officers.
- Maintaining employee's personal files and records, communicating HR policies & across the organization at all levels.

- Designed Policies and Various HR Forms and Induction Program. Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters. Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

HR Administration

- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance muster for workers, trainees & officers.
- Maintaining employee's personal files and records, communicating HR policies & across the organization at all levels.
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Employee Engagement

- Celebrations - Diwali, Ganapati Festival and other company events.
- Effectively managing welfare measures, management - employee get together, picnics & parties.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, initiated regular Birthday mailers & celebration policy.

Roles and Responsibilities as IT Recruiter:

- Sourcing & posting Job Openings on different Portals like Naukri, Times Job, Shine, social websites like Facebook, LinkedIn, etc.,
- Coordination with Technical panel and understanding their requirements, defining job positions.
- Handled the tasks of Screening, Selecting and submitting candidates to job orders within a defined discipline.
- Assigned the tasks of utilizing the online database making offers, creating contracts and closing candidates that can help actualize corporate missions etc.
- Possess Knowledge of recruiting, sourcing, reference checking, tracking, Salary negotiations and closing.
- Effectively recruited candidates through internet research, internal database, referrals, and other strategies.
- Conducting telephone and Personal interviews in coordination with departmental heads.
- Preparing offer letter, employment contract and job descriptions.
- Provided client feedback/ follow up to candidates after each stage of interview.
- Scheduling and arranging training while coordinating with external trainers and training programs.
- Placed candidates from Junior level including fresher to top management.
- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals, internal reference, head hunting.
- Build strong working relationships with high profile companies
- Maintain detailed database of both clients and candidates.
- Conducting telephone and Personal interviews in coordination with departmental heads.
- Provided client feedback/ follow up to candidates after each stage of interview
- Preparing Invoices.

AWARDS & ACHIEVEMENTS:

- Conducted monthly Mystery Super Market Audits in Bangalore for more than a year and submitted monthly Audit reports including impressions, areas to be improved, training needs for the staff, etc.
- Frequently attended BNI meetings in Bangalore to represent Talent Square. BNI (Business Network International) is the world's largest referral organization for the primary purpose of building powerful referral networks.
- Received appreciation mail for Salary negotiation skills within 40 Days of span when joined newly to the organization from Top Management.
- Participated in the Rangoli Competition in ISKON and secured Best Participant AWARD.
- Secured First Prize in Quiz Competition.
- Secured Third Prize in Essay Writing Competition.

STRENGTHS:

- Hard and Determined worker, believe in prioritizing my work and Time Management.
- Ability to analyze problems/issues with shouldering challenges and responsibilities, give advice individually OR in a group.
- Self-motivated to learn new technologies and Good team player.
- Strong planning, explanation skill, team leadership and organizational skills.
- Ability to give advice individually or in a group
- Strong communication and listening skills. Leadership Quality, Patience, Punctuality & Believe in Time Management
- Patient, honest and presentable.

EDUCATIONAL QUALIFICATION:

QUALIFICATION	COLLEGE	UNIVERSITY/BOARD	YEAR
BCA	SSMRV Degree College	Bangalore	2012
PUC	SSMRV PU College	Pre-University College	2009
SSLC	New.St Joseph English School	SSLC	2006

PERSONAL DETAILS:

Father's Name : Eshappa K.

Date of Birth : 22nd Dec 1990.

Gender : Female.

Marital Status : Single.

Languages Known : English, Kannada, Hindi, Telugu, Tamil.

Hobbies : Writing Essay, Reading Novels, Rangoli.

DECLARATION:

I hereby declare that the information and facts furnished above are correct and true to the best of my knowledge and belief.

SHWETHA E