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Mobile: 9591750480
Email: shekar.deepa4@gmail.com

No: 14, 1st Floor,
Anjanadri, 4th Cross,
Uttanallappa Layout,
Thindlu,
Bangalore – 560097

SUMMARY

- Dynamic professional with overall 12+ years of experience spread in different fields in various roles.
- Latest position handled as Senior HR executive(Recruitment and Learning & Development).
- Excellent knowledge of HR functions and best practices in Recruitment, Onboarding & Offboarding Employees, Payroll and Training & Development.
- Responsible for maintaining Attendance, updating leave records and permission slips.
- Carrying out the document verification and induction/ orientation program to the new recruits.
- Conducted ISO audits
- Handled confidential data and sensitive information.
- Excellent analytical, accounting and organization skills.
- Demonstrated ability to effectively partner with all levels of the organization.
- Outstanding written and verbal communication skills.
- Strong MS office skill and hands on experience in SAP CRM tool.
- Quick learner and willing to learn new processes and technologies.
- Vendor management and outstanding customer service.

AREA OF EXPERTISE

- | | | | |
|-----------------------|------------------------------|---------------------------|---------------------------|
| ★ HR Policy Execution | ★ Recruitment | ★ Training & Development | ★ Talent Pool Selection |
| ★ Payroll | ★ Employee Relations/Welfare | ★ Excellent Communication | ★ Onboarding/ Offboarding |

ACADEMIC PROFILE

Course	School / College	Board / University	Year of Passing	% Of Marks
B.Tech (Chemical)	Arunai Engineering College, Tiruvannamalai.	Madras University	2002	72%

Higher Secondary	Vani Vidyalaya Higher Secondary School, Katpadi.	TamilNadu State Board	1998	82%
S.S.L.C	Fatima Higher Secondary School, Virdhachalam.	TamilNadu Matriculation.	1995	72.2%

PROFESSIONAL EXPERIENCE

Company Name	Vitamin - M Wealth Clinic
Designation	Senior Executive - HR
Duration	Apr 2021 to till date
Responsibilities: <ul style="list-style-type: none"> • Manage the recruitment life cycle from sourcing the best talent from Job portals, Job posting and Mail campaigns, screening to selection and appointment. • Recruited 80 Financial advisors and 15 Business associates and handled the team of 150. • Responsible for document verification and onboarding the recruits with the product and strategy portfolios in TATA AIA Life Insurance. • Set up profiles for the new recruits, train them to get IRDA License and to bring Business to the organization. • Under my mentorship, financial advisors are awarded with membership of Million Dollar Round Table. • Set Advisor code and Progression milestones. 	

Company Name	Binary Systems Pvt Ltd.
Designation	HR Admin & Front office executive
Duration	June 2019 to Feb 2021
Responsibilities: <ul style="list-style-type: none"> • Handled Overall HR Department of Bangalore & Mangalore location with Team size of 70-80 employees. • Created and Maintained employee profile in the SAP CRM tool. • Maintained employee Master database in MS Excel. • Based on the Department Manager's requirement, create Job Description and post it in various recruitment portals. • Participated in a life cycle of recruiting activities which may include posting positions, applicant flow, creative sourcing, pre-screening candidates, interviewing and selection and candidate management. • Responsible for Staffing, Joining Formalities, Exit Formalities, Attendance and Leave Management. • Responsible for on boarding activities including preparing Appointment letter, ID/ Access card generation and official email id setup. 	

- Responsible for setting up PF and ESI accounts for employees.
- Responsible for payment of the Employer portion of PF and ESI through ECR - Electronic Challan cum Return.
- Created temporary ESI card for the employee to avail the ESI benefits.
- Responsible for off boarding activities including preparing relieving and experience letters;
- Full and Final settlement.
- Served as the primary point of contact for employees with questions or concerns regarding payroll, benefits, retirement, or leaves of absence.
- Managed statutory compliances and Payroll.
- Prepared compensation breakup according to the labor law.
- As per client requirements, prepare/ work on Erection All Risks (EAR) policy and Workmen Compensation Insurance (WCP) policy.
- Responsible for renewal of established certificates.
- Conducted ISO audit.
- Responsible for Travel management and Stationary management.
- Carry out necessary administrative duties.
- Answering and routing phone calls, sorting of couriers received.
- Guide Ex employees for their PF transfer / claims
- Conducted All Hands Meeting every month to showcase the sales and performance of the employee.
- Preparing minutes of meeting.

Company Name	Kentz Information Technology
Designation	Team Lead
Duration	Jan 2017 to Jan 2019
Responsibilities:	
<ul style="list-style-type: none"> ● Worked for the product Citi Credit Card ● Managing Customer Details in MIS – Logging and Booking using MS Office Tools. ● Business Development – Work with the Branch Staff and Bank RM and identify potential growth areas and convert them to business thereby helping the branch to meet targets effectively. ● Responsible for Business Implementation Plan. ● Responsible for providing support for logging in application sourced and ensure au-thentic documentation. ● SM Coordination – Responsible for handling calls and meetings with Sales team/ Executives to achieve the business numbers. ● Prepare and Manage Weekly status reports to the Executives and the Relationship Manager. 	

Company Name	Bharti AXA Life Insurance
Designation	Agency Manager
Duration	Mar 2009 to Dec 2011
Responsibilities:	
<ul style="list-style-type: none"> ● Worked for the product Life Insurance ● Manager of Agents. ● Handling a Team. 	

- Building Team.
- Fixing a Target for team members.
- Responsible for team targets.
- Accompany Team Member on customer visits to support and improve sales skill

Company Name	Standard Chartered Finance Limited
Designation	Sales Officer
Duration	July 2006 to Feb 2009
Responsibilities:	
<ul style="list-style-type: none"> ● Worked for the product Credit Card (Platinum & Titanium) ● Fixing the appointment with the customer and explaining about the product including Insurance, health Shield and fees of the Card. ● Collecting and validating the documents from the customer. 	

Company Name	Fast Track Marketing Services
Designation	Sales Consultant
Duration	Dec 2005 to May 2006
Responsibilities:	
<ul style="list-style-type: none"> ● The product is business Loan for Small and Medium Entrepreneur ● Initiate cold calls from a list of potential clients maintained in the Customer Database. ● Follow up telephone calls to potential clients about new products and services or changes in current ones. ● Introduce clients to the Sales Manager to process the business loan. ● Achieve sales targets for Standard Chartered Business Loan products pre-determined by management. ● Achieve telephonic targets daily. ● Attend meetings to learn about new products and services or changes in current ones. ● Within 3 months of joining, I processed loans of more than 1 Crore. 	

Company Name	Shreyas Financial Services
Designation	Team Manager
Duration	Feb 2004 to Nov 2005
Responsibilities:	
<ul style="list-style-type: none"> ● Led and managed the team of eight members for the marketing of HSBC Credit Card. ● Trained new executives about the product and call procedures and how to build rapport with customers to close sales. ● Responsible for checking the lead generated by the executives and following up with them to meet the target. ● Set weekly and monthly targets for the executives and motivate them to achieve it. ● Collect the customer documents from the Field executives; validate them and send it for further processing. ● Consistently exceeded the monthly team target with more than 200 cards issued each month. ● Establish and implement short and long range goals and objectives with the team. 	

COMPUTER KNOWLEDGE

Operating System	:	Windows
Software	:	MS – Office Suite SAP CRM

Other Activities

- Attended a workshop on process Modeling and simulation conducted by Indian Institute of Science.
- Attended a workshop on Safety, Fire Control and Risk Management conducted by SIDCO Industrial, Hosur.
- Attended a workshop on Bio – Technology conducted by Anna University

LANGUAGES KNOWN

- ENGLISH
- KANNADA
- TAMIL