

RESUME



MEGHANA H.K

Permanent Address:

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Objective:

I am looking for an opportunity where I can improve my quality & professional skills. And seeking quality environment, where my knowledge can be enriched for further growth, as well as company's growth. Team Player, self-motivated, energetic, result oriented and professional with overall experience of 5+years. Human Resource Management (4+years) in IT & Non-IT and Accounting (1+ year)

A self-starter with a result-oriented approach and following core strengths:

- Ability to interact with clients in order to smoothen up proper career renewal.
- Protect and grow company's valuable customers Relationship nurturing with KeyAccount Management and Human Resource Management.
- Quick learning ability and adaptation to new processes to thrive in a multi-tasked,fast paced environment.
- Adroit at learning new concepts quickly and working well under pressure.
- Strong written and oral business communication and problem solving skills.

Professional Experience Summary: 5 Years 11 months of Experience

- Worked as Senior HR Executive at **Norwin Technologies India Private Limited –Bangalore** from 30th January 2022 to 12th July 2023.
- Worked as a Consultant- (IT Recruiter) for **Mintstage Consulting Services-Bangalore** from September 27th, 2020 to November 30th 2021.
- Worked as a Senior Associate (HR Coordinator-Client Relations) in **Team Lease Services Private Limited- Koramangala, Bangalore** from August 03rd. 2016 to July 31st, 2017.
- Worked as a Senior Analyst (HR) in **Imarticus Learning Centre Private Limited–Bangalore** from November 17th 2014 to November 30th 2015.
- Worked as an Accounts Executive, in **JMJ Hospitality -M. G Road, Bangalore** From October 29th 2012 to January 8th 2014.

Successfully handled requirements: ♦ Automotive/Embedded Skills: AUTOSAR, Embedded C/C++, QNX/Linux, SysML/UML, Rhapsody, MATLAB/M-Script, Autosar Development/ Integration, Functional Safety (HARA), Cyber Security (TARA), LIN, dspace, Doors, System Testing, CAN, UDS, COM Stack, Ethernet, NV IOHW. Infrastructure Management & Networking Technologies: Storage, Backup ,Devops, Switches, VMware, Nutanix , UNIX/ Linux, AIX, Solaris, ♦ Manufacturing and Engineering skills: NPME, Auto CAD, GD&T, UG NX, CREO, Windchill, PLM Tools ♦ Manufacturing Designing: ECO/ECR, OMS, Electrical Components- ROHS, REACH. ♦ Vanilla and Niche Skills: Angular JS Engineer, Devops Engineer, Full stack Developer, Cloud computing, Embedded, Machine Learning Engineer, Sap Consultant, Business Intelligence, Web application Developer, IOS,SAP FICO, SAP BPC, SAP GRC, SAP ITGC. ♦ Cloud Technologies: AWS, Citrix, Azure, IBM Cloud. ♦ ERP: Oracle Application Techno Functional, SAP Functional: - SAP SCM, FICO, SD, SAP, HCM, Success Factors, Employee Central, Recruitment Management, Onboarding, EC, Sf, RCM. ♦ Web Application & Java Technologies: JAVA, J2EE, Spring Boot, Microservices, Multithreading, Swing, Web Services, HTML5, CSS3, JS, Angular, Backbone, React.JS, XML, Web Sphere, Web Logic, JSP, Servlet, Struts, Hibernate, Spring, ♦ Big Data Technologies: Scala, Spark, Kafka, Hadoop, Hive. ♦ Data Warehousing: Informatica, Teradata, BO, BI, Data stage. ♦ Testing: UFT/QTP, Performance, Mobile Testing, Automation (Selenium) and Manual Testing.

Duties & Responsibilities in Norwin Technologies India Private Limited

- End to end recruitment process.
- Locating potential candidates through portals, internal database, referrals, networking, social media etc.
- Briefing requirement specifications to the candidates, conducting initial screening to judge the candidate's suitability, and evaluating candidates on their communication skills, validating the candidates' interest on the requirement.
- Understand candidate's resume, career plans and evaluate the role fitment.
- Scheduling and Coordinating for interviews.
- Experience in handling team of 4 members.
- Coordinating with the clients in organizing the interview schedule for shortlisted candidates and regular follow up still the placement and post joining.
- Once in a week follow-up with all the candidates by setting reminders in the internal database those who accepted the offer to maintain candidate relationship.
- Taking care of the recruitments for hiring middle level and senior level positions permanent and C2H.
- Good Exposure on ATS recruitment tool (Talent Recruit tool)

Client Interaction:

- Interacting with client regarding the requirements during various stages.
- Coordinating with clients on various stages from the time of requirements coming till the joining of the candidates.
- Maintaining relationship with the Client.
- Database Management.
- Maintaining and updating daily, weekly and monthly status reports.
- Building effective database of profiles through various sources like job portals, internal employee reference, network through prospective candidates etc. involves posting advertisement in portals as per the requirements of the business units.
- Client Handled: Dell EMC, Wipro, L&T, Ahead, Commvault, VMware, Nutanix, Netapp etc.

Duties & Responsibilities in Mintstage Consulting Service

- Analyze job orders to fully understanding client's specific needs and requirements.
- Update job descriptions to meet client's explicit requirements.
- Identified and passive candidates using proactive sourcing methods, uses cold calling, data base mining blogs, internet/web searches, Naukri, indeed, Monster, LinkedIn, employee referrals to generate candidate leads.
- Build and maintain relationships between clients and candidates to ensure successful partnerships.
- Performed all activities related to sourcing, screening, interviewing, reference-checking, pre-employment validation and presenting offers.
- Presenting fully screened qualified candidates to hiring managers in timely manner.
- Successfully recruited and hired at all personnel levels for several key projects with National clients.
- Clients Handled: Calsoft, Path partner, Nouveau Labs, Nurture Farm, Accenture, Corel Technologies etc. (C2H)

Duties & Responsibilities in TeamLease Services Private Limited

- Performing full life cycle recruitment process by receiving and analyzing the requirement from the client that includes sourcing, screening and interviewing potential candidates (IT & Non-IT).
- Scheduling the interviews to the candidates and sending letter of interviews through E-mail or Phone.
- Doing follow-up calls.
- Responsible for Client and employee queries through mail or call.
- Meeting their needs in business proficiency.
- Hands on experience using ATS tool.
- Preparation of weekly and monthly report relating to interviews with number of interviews happened, offer made and Candidates joined.
- Handled Positions at junior level to senior level & Managerial level.
- Salary Calculation and deductions (PF, ESI, Insurance etc.)
- Processing offer Letter to the employees of various companies and exit formalities.
- Clients Handled LG Electronics, Microsoft Corporation, Lifestyle, Cognizant etc.

Duties & Responsibilities in Imarticus Learning Center Pvt.Ltd

- Responsible for end-to-end training to recruitment (IT & Non-IT).
- Sourcing suitable profiles.
- Scheduling for interview or counseling.
- Follow-up candidates right from interview/Training to till the joining formalities.
- Responsible for fulfilling the candidate's requirements on time.
- Enrolling candidates for the courses offered by the institution.
- Clients Handled: JPMorgan, Cognizant, Goldman Sachs, Cisco, Standard Chartered, Societe Generale etc.

Duties & Responsibilities in JMJ Hospitality

- Reconciliation of Bank A/c, Creditors A/c, Debtors A/c & Cash A/c.
- Maintain books of accounts manually as well as computerized.
- Checking of vouchers, invoices & purchase bills.
- Interact with auditors, banks as well customers.
- Local client's payments and receivables. Rising of sales invoices, billing Invoice, payments, and receivables in the Tally.
- Tax Deducted at Source (TDS) and Service Tax.
- Professional Tax.
- Payment of online monthly TDS and filing of quarterly TDS return.
- Calculation of service Tax and Payment.
- Monthly salary calculation and transferring to employee's account.
- Working with Spreadsheets, sales, and Purchase ledgers & journals.
- Recording and Filing cash transactions etc.

Skills

- Accounting
- Recruitment
- Talent Management/Vendor Management
- Pre-Employment Screening
- Benefits and Compensation
- Personnel Recruitment
- Salary Negotiations.

Computer Knowledge

- Operating Systems: MS–Office.
- Software Application: MS –Word, MS–Excel and Outlook Express, opera,Internet, VLOOKUP, Hookup.
- Accounts Software:TallyERP-9,TradeWings, Sales force, CRM
- HR Software: HRIS,HRMS, Zoho
- SAP (Pursing Training)

Educational Qualification

Qualification	Institute	Year of Passing	Percentage (%)
MBA	Sikkim Manipal University	2017	50
BBM	Mangalore University	2012	60
PUC	Karnataka State Board	2009	82
S.S.L.C	Karnataka State Board	2006	72

Personal Information

- Date of Birth : 03.05.1991
- Marital Status :Married
- Nationality :Indian
- Languages Known : Kannada, English & Hindi
- Hometown : Chickmagaluru
- Current city :Bangalore
- PAN Card No :DXNPK6680M Passport No :R9491398

I do here by declare that the information furnished above are true & correct to the best of my Knowledge & belief.

Place:

Date:

