**BRINDA**

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## ≈ HR Executive ≈

Goal-oriented professional targeting challenging assignments in the field of **Human Resource** with an organization of repute

# Profile Summary

* Qualified M.Tech professional, offering nearly 2 years of experience as HR in Recruitment & Selection, Compensation and benefits Payroll management, Statutory Compliances, Grievance Handling, Employee Engagement Activities, and Employee Relations
* Proficient in spearheading **Talent Management Lifecycle** involving understanding JDs, sourcing, screening & short listing candidates, scheduling/conducting interviews, finalizing salaries, on-boarding candidates, driving employee engagement strategy, designing employee training programs, building succession plans, crafting an internal promotion process and conducting talent assessments
* Expertise in preparing & issuing letters like the offer letter, appointment, increment, promotion, relieving, F&F Settlement
* Well versed with the HR policies and procedures including the HR administration, managing compensation and benefits, drafting the agreements and so on
* Exposure in assisting the seniors in management for the performance and appraisal record
* Spearheaded operations as an HR Generalist with rich expertise in various facets of HR, Manpower Planning & Talent Acquisition, Organization Capability Building, Employee Cost, Performance Management, Employee Branding

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| ǁ **Core Competencies** |  |  |
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| **~ Operational Development** | **~ Compensation/Payroll Mgmt.** | **~ Human Resource Management** |
| **~ Recruitment & Selection** | **~ Employee Budgeting** | **~ Employee Relations & Retentions** |
| **~ Performance Management**  **~ Exit Management** | **~ Process Improvement**  **~ Cost Control** | **~ Training & Induction** |
| ǁ **Work Experience** |  |  |

**Blue Harp Technologies Pvt. Ltd., Bangalore as HR Executive/PMO**

**June 2019-May 2021**

## Roles and Responsibilities:

* Reviewing the job description received by different hiring managers.
* Advertising job vacancy/posting in workday and Naukri.
* Functioning on initial screening and short listing the candidates for various positions within the organization as well as preparing offer letter for the selected candidate
* Updating employees on human resource policies, company procedures, joining formalities and induction
* Organizing employee schedules and coordinating with administration team for ID cards and business cards
* Updating the latest compensation & benefit, changes in the designation and so on in workday
* Managing annual appraisal cycles & coordinating between management and employees through

## workday.

* Conducting staff activities monthly and CSR activities quarterly.
* Handling employee’s insurance (addition, deletion and claim settlement).
* Directing and arranging skill enhancement trainings for employees as well as organizing various departmental trainings, company events and team building activities.
* Creating job descriptions to attract a targeted talent pool within in the market wage range
* Dealing with the employment agencies on service fees, recruitment and scheduling the interviews
* Modernizing employee database with latest compensation & benefit, changes in the designation and so on
* Conducting Survey’s across the company to determine the needs & shortfalls
* Supervising all ISO related documents and the procedures

# Education

* M.Tech (CS) from PRIST University, Thanjavur in 2014 with 89%
* MCA from S.T.E.T Women's College, Mannargudi in 2012 ith 82%
* B.Sc from AVVM Sri Pushpam College Thanjavur in 2009 with 84%
* 12th from Neelan Matriculation Higher Secondary School, Needamangalam, Thiruvarur Dt in 2006 with 65s%

# Technical Skills

## MS Office ~ MS Excel, MS Word, Outlook, PowerPoint

* + **Workday Tool , ZOHO Tool**

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# Personal Details

**Date of Birth:** 02th March 1989

**Address:** No 1127 Aatrankarai St, Melavasal, Mannargudi, Thiruvarur Dt

**Languages Known:** English, Tamil and Kannada