R. Susheela

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Bangalore-560-093

**Objective:**

To pursue career in an environment that provides an opportunity to apply and enhance my skills and thereby contributing constructively to the organization.

**Professional Experience:**

## Currently Working as Edison /ACE Coordinator at Wipro GE HealthCare Bangalore from March 2018- till date.

## **Training & Development**:

##### End to End Organising of Technical Academy for 2000 engineers across 4 businesses

* Major Cost savings achieved with the help of leveraging internal experts as trainers
* Training Effectiveness analysis done at Leve1, Level 2 and Level 3
* Certification of successful candidates

**Early Career Talent Engagement**

* Management of team engagement activities for members of early career leadership technology program
* Managing rotations for the team members in the system
* Organising learning sessions for the team members
* Part of the organising team of workshop which had participants across Colleges from India
* Organisers of innovation challenge events from college students across India
* Worked with universities in India and Australia for enabling higher education opportunities for employees

**Pre-placement activities**

* Helping the hiring team to gather the number of head count from each department heads.
* Involved in collect the Job Descriptions from the hiring managers and sharing it to the Talent Acquisition team.
* Organizing the meeting with the COE mangers to discuss about the Pre-placement talks to all the IIT campus.
* Involved in selecting the technical interview panels for each campus.
* Involved in preparing the written exam question papers and share the with TA team.

## GENERAL ELECTRIC [GEITC], Bangalore (Deputed from Magna Infotech, Bangalore.)

## December 2013 –March 2017

## **Employee Engagement Role**

## **Training & Development**:

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**Intellectual Property Administration**

* Obtain the waivers from Indian patent office and communicate to all stake holders
* Waiver Process for US Filing with Resident Indian Inventors
* Document control and Electronic filing, patent applications which include specifications, formal drawings, Form- 25, Form -26 and P.O.A Power of Attorney
* Maintaining of Controller General of Patents, Designs & Trade Marks Receipt,
* Maintenance of license and confidentiality agreements
* Maintain Data base of patent bonus, waivers, patent medallions

**Executive Administrative assistant**

* Managed Four Executive Travel plan - complex and frequently changing travel, arrangement, and coordinate preplanning trips
* Maintained alert system for upcoming deadlines, on incoming request, projects and events
* Maintain Travel Bills and updating in GE Concur portal
* Vendor Management
* Scheduling
* Event Planning, Document Control

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**ITM, Information Technology Management (India) ITM Bangalore**

ITM specialize in delivering superior quality consulting and staffing solutions to our direct clients, enabling them to compete in today's competitive and dynamic business environment

**Hr, Finance and Admin Coordinator Nov-2009 to Dec-2013**

## **Responsibilities:**

Scheduling Interviews

Joining Formalities

Documentation

Payroll advice

* New Joiner Induction – effective introduction of new joiners to the new work environment, team and job profile.
* Preparing welcome mail and Circulating among employees.
* Responsible for handling backend operations and other activities like Issuing and collecting confirmation letters, any other employee documents.
* Will be driving and helping Human Resource Management System to record / maintain employee data.
* Coordinating new employees with bank officials to open bank accounts.
* Handling employee grievances like account issues etc.

Performance Appraisal

* Issuing warning letters and termination.

Grievance handling by means of running independent email boxes and in-person talks initiated for Employee Welfare.

Generating different letters, such as cover letter, acknowledgment of Resignation letter, Relieving and experience certificate

* Maintaining all personnel files and HR records.

**Finance Payroll:**

Maintaining Pay roll Master data sheet of Internal employees and consultants

Monitoring PF, ESI, PT Calculations

* Coordinating with Resources in terms of Time sheet, pay slip, PF details, and sending a reminder mails reg monthly time sheet.

General administration-related work and Employee Co-ordination & Marinating the Contract Employees details.

* Salary processing-maintaining and updating employee leave records and prepare salaries for staff and sharing employee pay slip.
* Coordination with external and internal employee in terms of Relieving Procedures and final Settlements.

Maintaining leave, fly back, comp off tracker

* Preparing Attrition reports daily
* Coordinating with bank officials to open bank accounts/ Internal and contract employee.

**Admin Roles & Responsibilities.**

* Maintain accurate admin records and statistics.
* Maintaining monthly records of vendors in terms of Bills and payments
* Maintaining and updating the database and all other documents and reports.
* Onsite coordination for training which includes checking all the logistics training material provided for the training.
* Access cards and network access and Time defaulters report
* Arrangement of transportation
* Management information system.

**Om Sai Gayathri Constructions Pvt Ltd. Hyderabad**

**Finance coordinator. 1.6 yrs.**

###### Sai Gayathri Constructions Properties Limited is currently into residential to ownerships and commercial buildings, retail infrastructure, hotels and setting up Suez’s.

###### **Responsibilities.**

* Accounting Activities i.e.
* Regular activities of Receipts, Payments, JEs, Debit Notes, Credit Notes Vouchers entry.
* Payments Follow – up
* Preparation of Monthly Salary statements,

**St. John school Bangalore**

* Worked as Teacher for **2 years** handling the subjects Social-studies, mathematics and Computer’s.

**Education:**

B.com

**Achievements:**

* Elected 2 times as a college sports captain
* Participated in sports competition conducted by our college and secured 2nd position for throw ball,
* Participate in cultural activities like dance and secured 2nd position Nruth ‘2014’
* Participate in cultural activities at GE like dance, & throw ball match.
* Was an active member of blood donation camps & woman’s association in GE

**Strengths:**

* Ability to multitask
* Build and maintain good network within the team
* Dedication, Responsible and Committed
* Coordinating, Monitoring & Organizing skills.
* Establishing and Maintaining Interpersonal relationships.

**PERSONAL PROFILE:**

Name : R. Susheela

Sex : Female

Marital Status : Married

Languages known : Kannada English, Hindi, Telugu

Date of Birth : 17-06-1981

Nationality : Indian.