NAVYA B

H.No. 3-2-63, 1st floor, Chaitanya Colony, Manikonda, Hyderabad – 500089 [abnaviyasree@gmail.com,](mailto:abnaviyasree@gmail.com) 9663667682

# PROFESSIONAL SUMMERY

Multi-talented HR Professional holding a total of 14+ years of work experience and 12+ years in core HR with Investment, Crypto, Manufacturing, BPO, and IT industry and consistently rewarded for success in recruitment, planning and operational improvements. As an HR I help organizations to solve issues, create value, maximize growth and improve the business performance. Also, a highly analytical Accounts Receivable professional with a thorough knowledge of accounting, billing, maintaining customer master data, collections, dunning, processing & reporting.

Specialties: Hands-on Experience in Global Recruitment, Salary processing, HR Formalities, Grievance Handling, Performance management, Training, Development, Employee Engagement and Team Management.

Worked with start-up organizations & delivered high performance strategic initiatives. I am a cool, energetic, generous, honest person and committed to my work.

# WORK EXPERIENCE

**Sr. HR Manager – Global Recruitment, Operations & Compliances**

06/2022 to 07/2023

Falcon Group, Hyderabad

* Interfacing with the top management for formulation and implementation of HR Policies, procedures and professional advice on HR Functions through preparation of various report.
* Hiring top-level management positions, Crypto, Equity, Forex Traders. Along with PAN India hiring for different ventures of Falcon Group.
* Managing all employees related documentation & letters such as Offer, Job Confirmation, Increment, Experience.
* Monitoring documentation & controls of all Payroll related activities & procedures.
* Acting as a single POC for the Leadership of PAN India as a part of the Corporate Office
* Interacting with business hiring managers to understand their requirements and providing the best talent solutions within the agreed SLA.
* Engaging with business heads and strategies futuristic roles and build pipeline accordingly.
* Promote employee career progression and employee referrals though IJP.
* Advertising jobs in Naukri, Indeed and LinkedIn recruiter lite.
* Conduct monthly team meeting and monthly one on one to review performance and share feedback.
* Successfully On-boarded **KEKA HR** Software for Attendance, Leave & Payroll automation.
* Managing commercials and contracts with regards to recruitment, BGV, HRIS, Goodies’ vendor empanelment.
* Created an employee handbook after writing policy documents & standardized the HR templates.
* Responsible for daily employee grievances and make them settled with proper solution.
* Employee engagement activities, festival celebration, employee’s special day celebration.
* Exit process and Full & final settlement for resigned employee for their smooth exit.

# Manager – Talent Acquisition

02/2019 to 07/2022

Maya Manpower Services, Bangalore

* Handling the first round of HR Interviews in order to judge the candidate's suitability for attitude, academic, experience, & communication skills
* Formulating interview schedules, filing reports of candidate's status, recording their joining reports, tracking hiring reports, and maintain resume database. Also Co-ordinating with the clients about the recruitment strategies & closing the positions on time.
* Manage the campus engagement and hiring across premier business schools and engineering colleges PAN India
* Identify and manage tools and methods to smoothly enable the overall recruitment process.
* Motivate and energize the team as and when needed.
* Monitor market trends in hiring practices and ensure our strategy is in line with the market.
* Manage all job descriptions ensuring they are of high quality and well written.
* Ensure continuous pipeline creation for various open positions, identify prospective candidates using a variety of channels/sources and assess candidates to ensure role match, cultural fitment etc.
* Conduct regular follow-up meetings with hiring managers to determine the effectiveness of recruiting plans and implementation.
* Took part in volume hiring and vendor Management.
* Involved in salary negotiations for lateral positions.
* Handling a Team size of 14 including Schedulers, Sourcer’s and Recruiters.

# Asst. HR Manager

11/2018 to 01/2019

CPI Data Services Pvt ltd Hyderabad

* Responsible for Managing core HR activities for 250 employees.
* Responsible for senior-level decision making whilst overseeing the day-to-day management by facilitating strategic direction to the organization over HR process.
* Ensure HR plans support the needs of the business but are also flexible enough to cope with changes in the organization, as and when they occur.
* Maintaining work culture: Focused on building a strong culture and a predictable support function.
* HR Responsibilities (Recruitment, Employee Relations, Employee Engagement, Performance Appraisal, Payroll, Compensation & Benefits, Administration, Travel management)

# HR Administrator

11/2016 to 04/2018

K3R Global Services Pvt Ltd/ Hyderabad

* Supervising and providing consultation to management strategic on framing HR policies, staffing plans, compensation, benefits, training, development, and budgeting
* Successful monthly payroll processing and maintaining compliance part of PF, ESI
* Administration and Vendor management.
* Office Assets management and keeping regular track on issued assets.
* Employee complete life cycle management.
* Inhouse training sessions for the employees for their better productivity.
* Attendance management, Maintaining leave update for the staff, attrition control.
* Maintain complete employee database, handling joining formalities, on-boarding, background verification, Issue of offer letters, leave record maintenance.
* Recruitment process, salary negotiations, doc verification, Issuance of Offer/Appointment Confirmation letters.
* Induction program and masking the new joiner comfortable with system.
* Tracking record of employee’s monthly productivity with concern Manager’s
* Generating weekly and monthly reports

# Sr. HR Executive

11/2011 to 11/2015

Vijayeshwari Engineering Bangalore

* Responsible for quality check, inventory management, vendor management, building a smooth relationship with clients and staff.
* Maintaining succession plans for employees as well as developing a culture that enables employees to perform as per the company objective.
* Generating timely reports
* Recruitment, payroll processing, grievance handling
* Efficiently handling the full Sales recruitment lifecycle consisting of: Sourcing, Networking, Pre-qualifying candidates via phone, behavioural interviewing in person, Identifying and tracking feedback from interview teams, Reference checking etc.
* Consulting with management for resource requirements and resource planning with respective departments and functional managers.
* Preparing and updating the job descriptions of existing employees, in case of a role change, in consultation with the project managers.
* Formulate, implement and review HR policies.
* Internal HR Audit
* Maintaining all personnel records of employees.
* Preparing the offer Letters, Appointment letters and confirmation letter.
* Conducting induction programs for new recruits along with complete joining formalities including filling up of forms for statutory memberships.
* Employee daily grievance handling, post salary queries clarifications/counselling if required.
* Employee benefits ESIC, PF, leave encashment, company assets management.

# Sr. Finance & Accounts Executive

08/2009 to 10/2011 IBM

Bangalore

Handling AR cycle activities like invoice posting, clearing batches, direct debit, dunning, customer master data, bank statement, price-fixing.

Preparing weekly, monthly, and quarterly reports Responsible to prepare dashboards for AR Team

# Proficiency & Key Skills

* Knowledge of SAP
* End to End HR Activities
* Stake Holders Management
* Well versed in MS Office & Reports generation.
* HRIS – Biometric, Orange HRM, Ur hrm, People soft, KEKA,
* Payroll processing
* Lotus Notes & Share point
* Result Oriented, Team Builder, Executive Manager
* End to End Recruitment
* Vendor Management
* Lateral/Leadership Hiring
* Campus Hiring & IJP
* Employee Engagement
* HR Team Budget Planning

# EDUCATION

**Bangalore University** B.com, Bangalore 06/2006 to 06/2009

# Annamalai University

MBA, Finance

Bangalore

09/2009 to 09/2011

# AWARDS & CERTIFICATIONS

**Outstanding Team Player – 2010 & 2011**

Received this award twice – IBM

# University Grants Commission - 2009

PGDM in Human Resource

**(2023) Recruiting: Talent Acquisition & Hiring (Version 3.2) – Udemy – 2023**

**HR Metrics That Matter – Udemy - 2023**

# PERSONAL PROFILE

Born Date - 24th July 1988 Married

# Language

English, Hindi, Tamil, Kannada, Telugu.