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| DIVYA SHREE.  9538465115, 8892526649  #78/27, 8th Cross Right Side,  Shankarappa Garden, Magadi Road,  Bangalore – 560023  divyashree.k2194@gmail.com | Divya photo.jpeg |

Objectives

Human Resource Management Professional seeks an opportunity where experience in staffing, employee relations, project management, and superior communication skills will enhance overall strategic plan and direction of an organization.

Education

2018-2020 | MBA

* GITAM University, Bangalore

2015 - 2017| B.Com

* Bangalore University, Bangalore

2010 - 2013| Diploma (CP)

* Technical Board, Bangalore

2009 - 2010| SSLC

* KSEEB-Bangalore, 2010

Experience

*March-2021* - *Present* | HR EXECUTIVE

*TYA Business Solutions Pvt Ltd* | BANGALORE

* Expertise in the areas of End to End Recruiting, Head Hunting, Reporting, Sourcing, Interviewing, Client Handling, Salary Negotiation, Executive Hiring.
* Experienced in Volume/Mass Hiring and Niche Skill Hiring Mass Mailing.
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Possess excellent communications and interpersonal skills
* Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, monthly, quarterly headcount and hiring report.
* Experienced in Joining Formalities, Offer Letter Preparation,
* On Boarding and Exit formalities.
* Employee engagement activities i.e Sending Birth Day and Work Anniversary Wishes and arrange events and programs in good manner.
* Training the On boarded Employees with Induction and Training Modules which helps for the further growth of Employees.

## *July-2020* - *March-2021* | EXECUTIVE ASSISTANT

*Rail Wheel Factory (RWF).,* | BANGALORE

* Take dictation in shorthand of correspondence, reports and other matters, and operates typewriter to transcribe dictated material.
* Greeting visitors, determining nature of visits and directing visitors to appropriate persons.

## *June -2019 - November -2019*| HR EXECUTIVE

## *Bimal Auto Agency Pvt Ltd.,* | BANGALORE

* End to end recruitment: Sourcing, Screening, Shortlisting, Interviewing and on boarding candidates.
* Recruiting, Sourcing, Head Hunting, Reporting, Vendor Management, Sourcing, Interviewing, Salary Negotiation, Executive Hiring.
* Volume/Mass Hiring and Niche Skill Hiring Mass Mailing.
* Background verification was carried out for the employees as per the policy, education, Experience.

## *May-2018 - June 2019*| HR EXECUTIVE

## *Layam Group of Company* | BANGALORE

* Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Reporting, Vendor Management, Sourcing, Interviewing, Client Handling, Salary Negotiation, Executive Hiring, Contract Recruitment.
* Experienced in Volume/Mass Hiring and Niche Skill Hiring Mass Mailing.
* Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, monthly, quarterly headcount and hiring report.
* Experienced in On Boarding and Exit formalities
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Possess excellent communications and interpersonal skills

## BUSINESS ASSOCIATE – OPERATIONS

*Vertex Customer Management India Pvt Ltd Nov-2017-May-2018*

## Technical support executive (TSE)

*Kochar Infotech March 2014 - Feb 2015*

Skills

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Leadership