To,

**Head of Human Resources**

I am writing to you because I believe that with my qualification, experience and abilities I would be in a position to enhance and contribute furthermore to success of your team and Company.

I have a clear vision and ready to commit to the vision of your esteemed company which will help me in enhancing my Career.

I would highly appreciate, if you could take a few moments to read over my resume

(Attached Here), which speaks in brief about me.

However, I shall anticipate the pleasure of having an opportunity to speak up with you and must Discuss and share my thoughts on how I can positively contribute to your companies’ goals.

Thanking You

**SHRUTHI.N**

D/O Nagarajashetty V.V

No#370/A, Nisarga,

14th main,2nd cross,

Basavaeshwaranagar, Mobile: 9148083663

Bangalore-560079 e-mail:shrutishetty23.sn@gmail.com

**Objective:**

Seeking challenging role and assignments in Human Resource with an Organization which recognizes and utilizes my true potential while nurturing and further enhancing my professional skills to be a formidable force in the development of the Organization. Objective is to reach the highest goals at all levels in an organization with hard work, absolute determination and dedication by seeking a position in a growth-oriented company, utilizing the best knowledge gained and enhancing my skills to advance my career.

**SUMMARY**

A dynamic professional with over 5+ years of experience in the Human Resource. As part of my assignments, I have been Qualified as **Bachelor of arts (BA) from**

**IGNOU University**. I am currently associated with **Concentrix** and I was Working along with group of people striving for excellence and being among them imparts me a real competitive edge towards my career.

**Professional Experience**

**Concentrix**

**From December 12th 2021- August 8th 2022**

**Job role – Lead Human resource**

**(Contract Period)**

* Being an Lead human Resource, I was given the responsibility to lead the team and Coordinating with the hiring managers by identifying and staffing needs
* In all different areas and departments.
* Work on process improvement projects like HR Simpler projects.
* Preparing the reports and sending the report to HR Manager.
* Joining and Induction – First interaction with the new joiners.
* Making them fill the Joining forms/Bank and PF Forms and Employee Agreements for Support Employees.
* Recruitment and Staffing: Coordinating and managing the recruitment process, including sourcing, screening, interviewing and selecting candidates. Collaborating with the hiring managers to explain about the job requirements and ensure the recruitment process are under the legal and company standards. And also developing and execute recruitment strategies to attract and hire qualified candidates for various positions.
* Employee Relations : Handling Employee grievances, disputes and disciplinary actions, ensuring fair and consistent application of policies and procedures. Conducting investigations into employee complaints and take appropriate actions to resolve the issues.
* Performance Management : Developing and implementing performance management systems, including performance appraisals processes , goal settings and performance improvement plans. And also providing guidance and coaching to the manager on performance management techniques and strategies, and identifying and also addressing performance gaps through training, counselling and developing the initiatives.
* Compensation and Benefits : The compensation and benefits program also includes benefits programs, including salary structures, bonus plans and employee benefits packages. And also ensure the compliance with applicable laws and regulations, related to compensation and benefits. And staying with the updated trends and benchmark compensation practices across the organization.
* HR Policies and Procedures: Monitoring the compliance with the employment laws and regulations and updates and policies as necessary and provide guidance and support to the management and employees on HR related matters. Developing, implementing and communicate HR policies, procedures and guidelines and make sure they have consistent practices across the organization.
* HR Analytics and Reporting: Collecting and analysing the HR Data to identify trends, measure the HR metrics and provides the insights to management for the decision making. Preparing and presenting regular reports on HR related activities such as recruitment, turn over, training and employee engagement.
* ID cards Disbursements
* Preparation of Approval notes
* Preparation of Offer Letters, Appointment letters and relevant contracts.
* Arranging all the papers and maintaining the records.
* Participate in relevant surveys on compensation and benefits
* Employee Engagement- Organizing for the events, women wellness, team lunch and dinner, Rewards and Recognitions, Appreciation.
* Support in designing and implementation of annual and anniversary compensation reviews.
* Research on the best practices and latest trends related to compensation and benefits.
* Separation and Exit Process.
* Background verification is done once the candidates proceeds with the following documents submitted to the organisation.
* Support the team in developing the salary ranges.
* It included reviewing and approving budgets as well and maintaining the internal HR systems with implementing new company policies.
* Being organised is imperative to succeed in this role being part of the Time Management, Communication, Confidentiality, Adaptability, Team work, Problem Solving and Leadership.
* Human resource planning, Recruitment and selection, Performance management, Learning Development, Career planning, Function evaluation, Rewards, Industrial relations, Employee participation and communication, Health and safety, Personal well-being, and administrative responsibilities called People Operations which supports the entire lifecycle of HR on day to day tasks.
* Providing interview tips to hiring managers, researching performance evaluation methods and designing company policies.
* Offering advice, on payroll, employment law labour relations and related areas.

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**Cisco Systems**

From December 2020 - September 3rd 2021

Job role – HR Analyst

(Contract period)

Payroll – Adecco India private Limited

* Supporting the APJC and Indian Employees throughout the process from the scratch like onboarding to the exit process, which includes payroll calculations, tax exemptions, generating payslips, HR service helpdesk during the time of special trends like pay day etc...

**Job role and Responsibilities**:

* Responsible for the hiring, payment, benefits, and departure of staff and they have up-to-date knowledge of policies such as workplace safety, employee rights.
* Main responsibility will be tooffer advice to both employers and clients on matters such as the recruiting of new staff and inductions for recent hires. Generally, ensuring that high standards are adopted and met through all aspects of HR Advisor.
* Also responsible for managing the employee life cycle (i.e., recruiting, hiring, onboarding, training, and firing employees) and administering employee benefits.
* Dealing with various HR queries throughout the business.
* Reviewing and updating job descriptions.
* Advising managers on recruitment and selection strategies.
* Training hiring managers on candidate interview evaluation techniques
* Assisting with and developing recruitment campaigns
* Coordinating the appointment process for successful applicants
* Monitoring key recruitment metrics, such as turnover and retention rates
* Negotiating terms and conditions of employment with staff
* Providing advice and playing a major role in work reviews
* Using HR information systems to access, input and compile data
* Identifying development needs
* Suggesting new HR technology solutions to improve day-to-day operations
* Managing staff relationships, responding to any queries or problems that they have and managing their expectations
* Researching and recommending performance evaluation methods.
* Monitoring, reviewing and updating all HR policies and ensuring these are in line with current legislation
* Supporting the HR manager with various capability investigations, including grievance and disciplinary
* Driving the business performance in relation to the organisation’s objectives
* Assisting in organising employer branding initiatives
* .Acting as the point of contact for hiring managers, employees and other HR team members

**Applications and Tools**

Workday – Seibel – I-secure – Webex Teams – SAP – EServer – Finesse.

**Diamond Web Solutions**

*Client: Genpact*

*Payroll: Diamond Web Solutions*

February 2017 – August 2020.

Job Role – HR Analyst

(Contract period)

* HR Operations which included management strategy with respect to assigning projects,
* Interaction with vendors, clients, etc.
* Pay roll process,
* On-boarding and exit process.
* Was supporting APJC, APAC & Indian Clients.
* **Workday**: HR management, planning, employee experience, compensation and benefits, Employee Engagement & People analytics.

**Job roles and responsibilities**

* Organize and maintain employee records.
* Regular and timely updating of internal databases.
* Prepare HR documents, like employment contracts, new hire guides etc.
* Responsible for new hire onboarding
* Liaise with external partners, like insurance vendors/training vendors/banks etc.
* Create regular reports and presentations on HR metrics (e.g. leave reconciliation, attrition, employee demographics)
* Owner of HR-administrative tasks and day-day operations.
* Assist in payroll by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
* Assist in HR invoice processing
* Participate in HR projects (e.g. employee engagement /training/CSR etc)

**Key Skills**

* Good MS Excel, Word and PowerPoint knowledge
* Excellent Communication Skills
* Experience in HR Applications like SuccessFactors, Workday or similar platforms
* Experience in Payroll , Joining Formalities , Exit Formalities
* Ability to multi task, quick learner, independent and driven

**Applications and Tools**

Workday – SAP – Webex

**HUMAN RESOURCES INTERNSHIP**

*At Yellow Box, HR Services.*

* Advised prospective employees on various tips and tricks that would assist them in gaining employment with the organization.
* End to End recruitment activities by Screening the Candidates, guiding them according to the Job Description etc.
* Sourcing as per the requirements given by the clients.
* Coordinating with the clients and full filling the requirement

**Certification:**

* Completed SAP HR Training at ERP Tree Technologies Pvt . Ltd., Bangalore
* Certified HR Generalist from Salvin Info Systems

**ACTIVITIES & ACHIEVEMENTS**

* Participated as a social worker for mentally retarded children called GNANA MANOVIKASA KENDRA.
* Participated in child awareness programmes.
* Participated in science forum called Galaxies.

**Personal Details:**

Name: Shruthi N

Father ‘s Name: Nagaraja Shetty V V

Date of Birth: 21-03-1991

Gender: Female

Nationality: Indian