

# Sowmyashree .K

## CAREER OBJECTIVE

I am looking for a challenging position in an organization, where I can enhance my skills and strengths in conjunction with the organization's goal and objectives. My aim is to work hard to learn and utilize my every ability to give optimum benefit to the organization.

## WORK EXPERIENCE

### ADITYA BIRLA FASHION & RETAIL LIMITED

(A leading Apparel Manufacture Industry for International Market) HR-Executive (Feb 2013 to Till date)

#### RECRUITMENT:

- Understanding the requirement.
- Sourcing through Campaign, advertisements, placement agencies & employee references.
- Candidates follow up.

#### JOINING FORMALITIES:

- Ensuring completion of Joining Formalities such as filling up of Application Blank, PF Nomination Form, Gratuity Form, and Mediclaim Form or ESIC Declaration form as applicable and collecting reference for employee verification.
- Collating details of selected candidates for issue of employee's identity card.
- Compiling of materials, important company information and other relevant information suitable for the orientation and induction program to facilitate the assimilation of new employees to the company.
- Managing and maintaining personnel records and regularly updating the same in the database

#### EMPLOYEE SEPARATION:

- Taking care of employee separation with Exit-Interview & proper Full & Final settlement.
- Clearance of Gratuity Claims.
- Clearance of all PF Claims Forms like; 19, 10C, 13 etc.

#### PAYROLL ADMIN ( PMS Software):

- Preparing final attendance details & Cross verification.
- Updating Leave card of the Employees.
- Cross verification of Comp off with concerned departments.
- Record employee information, such as Probation, transfers, and resignations, in order to maintain and update payroll records.

#### HEADCOUNT & GENERAL HR ACTIVITIES:

- Updating monthly headcount tracker and sending the same for validation and approval to the Management Committee.
- Coordination and arranging the reward and recognition ceremonies quarterly.

## **WORK EXPERINCE**

### **EMPLOYEE WELFARE:**

- Looking after employee welfare both statutory and non statutory, Handling death claims under PF, Group Insurance.
- Looking after the safety measures & Conducting Unsafe audit.
- Conducting committee meeting like Prevention of Sexual Harassment committee, Workplace Committee, Canteen Committee, Work s Health & Safety Committee, Redressal Of Grievance Committee.
- Conducting exit interviews & finalizing monthly attrition.

### **MIS REPORT:**

- Generating Daily reports & Monthly reports.
- Preparing Monthly Statutory Compliance report.

### **STATUTORY COMPLIANCES:**

- Maintenance of records under all the relevant applicable labour laws e.g. ESIC, PF, Contract Labour etc., Ensure timely submission of monthly, qtrly, half yearly and yearly returns
- Co Ordination for PF Inspection, ESIC Inspection & Client Inspections Officers.

### **EMPLOYEE BENEFIT:**

- Coordinating with banks for opening of new bank accounts as well as providing helpdesk to all employees.
- Ensuring all other facilities been provided i.e.: Canteen, Travel, Work Place & Stationery etc.
- Helping to utilize Mediclaim, as well as ESIC, PF & Gratuity facilities effectively, Hospitalization, settlement of claims etc.

### **INDUSTRIAL RELATION:**

- Ensuring Organization Polices and practices are properly implemented and carried into effect.
- Follow up of Labour turnover, absenteeism, departmental morale, employee grievances and wage administration, etc.
- Assisting Manager for handling Absenteeism and issuing Warning Letters, Assisting in Disciplinary actions, Follow up with Internal Staff, Home visits, Employee counseling, Correspondence with employee.
- Handling employee grievances on a day to day basis & assisting Welfare Officer for handling grievance cell.
- Identifying their problems at work place and counseling accordingly.

### **EMPLOYEE GRIEVANCE:**

- Regular observation on employees to identify their problems.
- Prioritization of the problems based on the consequences.
- Preparation of action plan and fixing the target dates for each problem based on priority.
- Employee Grievances/concerns and queries, redressal and counseling at the all possible levels.

**ARVIND RETAIL LTD (May 2012 to Jan 2013)**

**Working As A Trainee-HR**

**RECRUITMENT & SELECTION:**

- Understanding the requirements and matching the profiles of the candidates as per the Requirements of the company and short-listing the candidates from the Database, Job portals etc.
- Sourcing & screening the right candidate's profiles from the job portals, internal Database, consultancies.
- Creating a database for new employees.
- Evaluating candidate's skills and competencies including inter-Personal skills, confidence level and presentation.
- Follow up with the candidates to ensure that the candidates once they are join the Organization.

**JOINING FORMALITIES:**

- Post Joining formalities and documentation.
- Explanation of terms of employment to the newly recruits.
- Ensure that the new recruit gets acquainted with the varied functions, processes and Policies of the organization.

**ATTENDANCE & LEAVE MANAGEMENT:**

- Daily attendance follow up.
- Monitoring Permission, Leave, Weekly Off, Compensatory Off.
- Maintaining the Leave details of all employees with respect to Managers and Staffs'

**STATUTORY RECORDS (labor related):**

- Compliance to applicable regulations and maintenance of necessary statutory records.

**EMPLOYEES' DEVELOPMENT RELATED ACTIVITIES:**

- Processing employees Marriage Gifts, and Salary Advances as per the Eligibility norms.
- Implement the welfare Measures as the needs of the employees.
- Sending Birthday greetings, thought for the day etc.
- Motivating the employees to get the work done and creating a Bondage.

**PLACEMENTS UNDERGONE DURING ACADEMIC PERIOD:**

- City Corporation (Mangalore).
- RUDSETI (Rural Development and Self Employment Training Institute).
- SKDRDP (Sri KshetraDharmasthala Rural Development Project).
- Higher Primary School, Kalmnjaa.
- Jagruthi Save Organization, Mysore.
- Akshara Foundation (Bangalore).

**PROJECTS UNDERTAKEN DURING ACADEMIC PERIOD:**

- Conducted Minor research study titled as "A study on Kumbara Community with special reference to Bantwal Taluq".

**PROJECTS UNDERTAKEN DURING ACADEMIC PERIOD:**

- Diploma in "Prakruth and Jainism".
- Diploma in "Microfinance Profession".

## **TECHNICAL SKILLS**

### **INDEPENDENT WORKING & COMMUNICATION SKILLS.**

- MS Office (Word, Excel, Outlook, and PowerPoint Presentation ), Windows XP, Windows 2000, Windows 98, as well as Basic Internet & E-MAIL.

## **ACADEMIC BACKGROUND**

### **M.S.W**

- ShriDharmasthalamanjunatheshwara College Ujire  
(Autonomous) 2010-12 , secured 70%

### **B.A**

- ShriDharmasthalamanjunatheshwara College Ujire  
(Autonomous)2007-10, secured 65%

### **P.U.C**

- Janatha P.U College, Adyanadka  
(Autonomous)2005-07, secured 69%

### **S.S.L.C**

- Govt High School, Kallangala,Vittla  
2004-05, secured 62%

## **PERSONAL DETAILS**

Date of birth : 31.05.1990

Nationality : Indian

Marital Status : Single

Language Know : English, Hindi, Kannada, Tulu and Tamil.

**PRESENT ADDRESS :** Katte House, Kepu villege, Neerkaje post, Bantwla taluk - 574243, DAKSHINA KARNATAKA.

## **DECLARATION:**

I hereby declare that all the above statements made by me in this resume are true, complete and correct to the best of my knowledge and belief.

Signature

**Sowmyashree**