

Sneha. R

HR Executive

Kollam, Kerala

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More than 1.3 years of experience in human resources management sphere with particular attention to Payroll, PF Filing, Performance Management, Recruitment and Onboarding, Conducting Exit Interviews.

Work Experience

HR Executive

CONNECTING 2 WORK - Thiruvananthapuram, Kerala

October 2020 to Present

HR Recruiter

CONNECTING 2 WORK - Thiruvananthapuram, Kerala

February 2020 to September 2020

Responsibilities:

- Primary responsibilities include undertaking end-to-end HR activities for various clients across India
- Payroll generation
- PF Filing
- Handling the grievances of employees
- Attendance Monitoring
- Terminating or laying off employees when required
- Conduct interviews and coordinate the selection process
- Manage the on-boarding process for new starters (HR Induction)
- Monitor probationary periods and conduct yearly appraisals
- Monitor and update policies according to changing employment law
- Offer letter and contract generation

Internship Details:

IT support for Lulu Web Store

M/s Lulu International Shopping Mall Pvt Ltd - Kochi, Kerala

May 2018 to June 2018

45days)

Description: Internship done at Lulu International Shopping Mall, Edapally, Cochin,

Worked at lulu web store and helped online marketing

PG Project:

Organization: Lulu Mall

Project Title: A study on Customer Experience Analysis at Lulu fashion store

Education

Masters of Business in A.P.J Abdul Kalam

Bishop Jerome Institute - Kollam, Kerala

2019

B.com in Commerce

University Institute - Kollam, Kerala

2017