

# Steffi Steffi

## HR generalist

Cuddalore, Tamil Nadu

[ebinezersteffemandaginimd4\\_mqs@indeedemail.com](mailto:ebinezersteffemandaginimd4_mqs@indeedemail.com)

08778074461

Experience of manpower management, recruitment involving resume generation, screening, short listing and salary fitments.

Adept at people management, maintaining healthy employee relations and handling employee grievances, thus creating an amicable & transparent environment.

Skilful in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams.

Ability to motivate personnel towards achieving organizational objectives & adhering to industry best practices.

Possess strong communication, interpersonal and relationship management skills.

#readytowork

Willing to relocate to: Chennai, Tamil Nadu

## Work Experience

---

### Hr Executive (Generalist)

Chennai Hospitals Private limited

July 2019 to September 2020

### Hr recruiter

Aruthia business solution

January 2019

Complete Recruitment process for IT and Non IT

## Education

---

### MBA in HR&Finance

Anna University - Coimbatore, Tamil Nadu

2016 to 2018

### Bachelor of Arts in English

Bharathi Women's Arts and College

2013 to 2016

Govt Girls Higher Secondary Schools - Cuddalore, Tamil Nadu

2012 to 2013

### S.S.L.C

St.Phelominal Girls School - Cuddalore, Tamil Nadu

2010 to 2011

## Skills / IT Skills

---

- HR Exective (Generalist)

## Additional Information

---

Recruitment, joining formalities, induction, Attendance, salary calculation, ESI, PF, performance Appraisal, filing, issuing HR related papers, Exit Interview.

### Technical Skills

MS-Office (Word, Excel, PowerPoint, Access and Out