

YASHWANTIKAA R

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Current location: Shollinganallur, Chennai

OBJECTIVE

To serve the organization as a hard worker in this competitive environment discharging all my professional skills and to attain the twin benefits of job satisfaction and paced career growth.

WORK EXPERIENCE

COMPANY : Marico Infotech
DESIGNATION : HR Executive
PERIOD : October 2020 – Till Date

COMPANY : GM Provenant Technologies
DESIGNATION : HR Executive
PERIOD : Aug 2019 – Sep 2020

ROLES & RESPONSIBILITIES

An Energetic Human Resource Executive assisted with end to end HR activities has also conducted drives in reputed colleges.

RECRUITING

- Sourcing candidates through social platforms, scheduling and conducting interviews.
- Verifying documents, completing the joining formalities and allocating workstation.

INDUCTION & TRAINING

- On-Boarding new employees into the organization and associating with the company's policies & objectives.
- Providing preliminary training about the process and key tasks.

RECORDS & MAINTANANCE

- Maintaining attendance and records of the employees.
- Tracking employee's day to day productivity.

PEOPLE MANGEMENT

- Conducting weekly meetings & daily huddle calls.
- Initiating team collaborative fun activities including R&R.
- Addressing employees queries & guiding them to take rightful action.

REPORTINGS

- Updating MIS reports on daily basis.
- Coordinating with Payroll calculations.
- Observing & reporting employee's involvement

CERTIFICATION

Principles of Human Resource Management

- Completed an online certification course which is AICTE approved by **MHRD** provided by **IIT Kharagpur**.

ACADEMIC PROFILE

COURSE	INSITUTION	YEAR	PERCENTAGE
MBA HRM	Bharathiyar University, Coimbatore. (Distance Education)	June 2019	62
B.com(PA)	PSGR Krishnammal College For women, Coimbatore.	April 2017	65
HSC	Shri. Avinashilingam Hr.sec School, Coimbatore.	April 2014	84
SSLC	Shri. Avinashilingam Hr.sec School, Coimbatore.	April 2012	86

SKILLS

- Proficient communicator
- Exceptional Leadership qualities
- MS Office
- Typewriting English – Senior Grade.

EXTRA CURRICULAR ACTIVITIES

- Active volunteer in U&I (NGO)
- NSS volunteer at school level.
- Rotarian at college level.

PERSONAL INFORMATION

Gender : Female
Date of Birth : 20-06-1997
Father's Name : J. Raja
Mother's Name : G. Thilaga
Nationality : Indian
Language's Known : English & Tamil

DECLARATION

I hereby declare that the information furnished above is true, correct and complete to the best of my knowledge.

PLACE:

DATE:

(Yashwantikaa R)