

Karthika S

India

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. Seeking innovative and challenging career in the professionally managed and dynamic organization, which provide opportunities for development and responsibilities to contribute towards organization.

Willing to relocate: Anywhere

Work Experience

HR Generalist

Reveille Technologies - Chennai, Tamil Nadu

April 2019 to Present

regions.

Recruitment:

- Handling end-to-end recruitment
- Sourcing and screening profiles as per requirement, Screening the candidate based upon the Skills
- Sourcing the candidate through job portals like Naukri also through reference Management
- Scheduling and Tracking the shortlisted candidates until they join
- MIS & Proper Storing of Resumes in a database for further use & Reference
- Prepared & submit all Relevant HR Letters/Documents/Certificates as per the Requirement of employees in consultation with the management.

Onboarding and Induction:

- Responsible for Joining Formalities like sending welcome mailers for New Joiners, System Issuance, ensuring submission of all required documents, etc.
- Introducing the new joiners to the respective Team Leaders and other Team Members ●
- Make independent decisions within existing guidelines.
- Conducting induction programs for new hires.
- On-boarding (verification, documentation, induction, etc. And Exit Process

HR Assistant

Kaya Ltd

July 2015 to June 2016

SCREENING:

- Screening and short listing the profile using Naukri and constancy.
- Conducting interviews, coordinate the candidates and the HOD with final round of the interview.
- Preparing offer inputs, discussing salary to the HR departments
- Maintaining the joining trackers etc.

ON-BOARDING

- Coordinating with relevant departments such as, id-access cards, bank accounts, pan card etc.
- Joining Formalities and On-boarding Activities.

- Managing all related documentation and verification for eligibility criteria

HR EXECUTIVE

LEATHERS PVT LTD

April 2013 to September 2014

HR EXECUTIVE Responsible for entire HR generalist functions for Two branches.

ON-BOARDING

- Coordinating with relevant departments to ensure all things such as workstation, id-access cards, email account, bank accounts etc. are ready for the new joiners.
- Joining Formalities and On-boarding Activities.
- Managing all related documentation and verification for eligibility criteria and also preparing the appointment letters.

COMPENSATION & BENEFITS

- Finalizing Compensation package as per Industry standards.
- Responsible for Payroll processing for the employees, the details include leave processing, Loss of Pay, new joiner details bonus etc.
- Proposals for new salary structures, pay slip formats etc.

EMPLOYEE RELATIONS

- Addressing queries with respect to policies, payroll, codes of conduct, etc.
- Communication of new policies and procedures to employee.

HR OPERATIONS & ADMINISTRATION

Maintain Personal Files - Joining formalities and Maintaining & updating employee database. Leave and Attendance Management.

- ID card Co - ordination
- Handling Statutory Compliance, related to prepare and maintaining IF register under factories act.
- To Co - ordinate with head office regarding addition and deletion of employees and ESI and PF. Handling Customer Auditing

FULL & FINAL SETTLEMENT

- Handling Salary criteria - including the notice period of service.
- Bonus calculation for the year and find the eligibility Criteria.
- Handling EPF claim activities like with drawl and transfer accounts.
- Gratuity calculation and check the eligibility criteria for alive and death cases
- Handling no dues form and exit formalities etc.
- Preparing Relieving orders and statutory settlement for eligible employees
- Preparing reports regarding Exit employees

HR EXECUTIVE

EXPORTS PVT LTD

May 2011 to April 2013

Pay roll

- Maintain the employee attendance in Time Management System & generate the attendance through formatting in ms excel system for the salary process.
- To coordinate with the finance department for monthly payroll system, make necessary entries for new joiner's, separation cases, unpaid leave, salary advances, etc.

HR Administration-

- Offer release, ID card coordination, sending details to the top management.
- Verification of documents and employment screening/background verification of new joined employees i.e. verification report includes: Tenure with the Company, Title of last position held, Starting & ending salary.

Dues with the company, Reason for leaving, eligible for rehire, Attendance, overall Satisfaction of Employment, Behavior with Colleagues, etc

- Grievance handling various staff issues/queries related to various HR Policies and confirmation.
- Maintain all HR files and employee information in various forms like employee database, employee CV's, review history, preparing all HR letters and certificates. etc.

ESI

- Feeding of on declaration forms with photos& signatures.
- ESI challans making & deposit with SBI.

Preparations & inspections of all related registers

- Preparation & inspections of all factory act & ESI, PF registers.

Auditing

Handling Inditex, Intertek auditing

Education

AV MIX PROGRAME IN VHNSN College - VIRUDHUNAGAR, TAMIL NADU, IN
2008 to 2009

BBA

AKDR Women's College - Rajapalaiyam, Tamil Nadu

MBA in MARKETING

S. Veerasamy Chettiar College of Engineering & Technology - Puliyangudi, Tamil Nadu