

**Vaishnabi Sahoo**

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**CAREER OBJECTIVE**

Human Resources Associate with 3 years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives.

**PROFESSIONAL SYNOPSIS**

- An effective communicator with excellent analytical/logical skills and an ability to relate to people at any level of the business to accomplish set revenue and business targets.
- Expert in understanding the business requirement.
- Strong motivational and leadership skills and ability to work in a team as well as individual.

**ORGANIZATIONAL EXPOSURE**

- Ranstad Pvt Ltd,Hyderabad as HR Analyst(29 Aug 2016 to 31 May 2017)
- Wipro Technologies Pvt Ltd,Hyderabad as HR Associate( 1 June 2017 to 28 October 2018)
- Capgemini India Pvt. Ltd, Kolkata as HR Associate (6 December 2018 to till date).

**KEY DELIVERIES**

- Involved in setting up the profile of the Hiring applicants into Workday and creating supervisory organizations types like company, cost center, location hierarchy, pay group, business unit
- Designed built and executed data Conversion from Workday HCM to SAP.
- Maintained SAP for Absence and Leave, Promotion,Transfer, Demotion, Overtime, New hire.
- Expert in Customizing Actions, Info type menus and Info type groups.
- Configured Workday compensation packages including salary, bonus and allowance.
- Maintained Employee Master Data using transaction codes PA20, PA30, PA40.
- Managed and processed Swiss Work Permit and EBT's for the employees moving to Switzerland with a time limited permission.
- Involved in International Transfer of the employees and provide HR deliverables support from Hiring to Retirement.

- Managed scenarios for approval and set up of all Business Processes like New Hire, Job Change, Promote, Transfer, Compensation changes, Employee Self Service process, Manager Self-service processes, etc.
- Initiation of Relocation for non UK based employees in Santa Fe Portal.

### **RESEARCH REPORTS**

**MBA(2014-2016):** Forecasting and predicting the supply and demand cycle within human resources.

**BTECH(2010-2014):** Time varying error bounds for CDMA interference suppression.

### **SUMMER INTERSHIPS**

**MBA (2014-2016):** Customer Evaluation & Customer Satisfaction under NALCO, Bhubaneswar

**BTECH(2010-2014):** Vocational Training in Advance Telecom under Bharat Sanchar Nigam Limited (BSNL) and Summer Vacation Training under AIR and Doordarshan.

### **ACADEMICS**

- 1.2016 MBA (HR and Marketing) from College Of IT and Management Education with CGPA 7.65
2. 2014 ECE(Electronics and Communication Engg.) from Institute Of Technical Education Research with CGPA:8.20
3. 2010 SSC(12TH) from Kendriya Vidyalaya No.1 Bhubaneswar with 66.7%
4. 2008 AISSCE(10TH) from Kendriya Vidyalaya No.1 Bhubaneswar with 81.62 %

### **TECHNICAL SKILLS**

**Workday:** Organization management , Compensation management, Absence management.

**SAP Modules:** Recruitment, Benefits Integration and Time Management.

**Productivity Tools:** Microsoft Office, Microsoft Excel, Microsoft Powerpoint

**Operating Systems:** Windows 10

### **ACHIEVEMENTS IN THE ORGANISATION:**

- Received appreciations from WIPRO for maintaining quality reports with good productivity.
- Successfully completed immersion process with the Googlers from US Mountain View which was held in May 2017.

### **STRENGTHS AND SKILLS**

- Strong organizational skills and detail oriented.
- Strong interpersonal skills with the proven ability to build and establish rapport with a diverse array of people.
- Ability to provide efficient, timely, reliable and courteous service to customers.

### **PERSONAL DETAILS**

Father's Name: Shantanu Kumar Sahoo

Mother's Name: Pranati Kumari Subudhi

Date of Birth: 18th May 1992

Blood Group: B+ve

Hobbies: Listening music, Internet surfing, Painting.

Languages Known: Odia,Hindi,English.

Passport No.: L5097146(Date of issue:12.09.2013,Date of expiry:11.09.2023)

### **DECLARATION**

I, Vaishnabi Sahoo hereby declare that the above statements made are complete and true to best of my knowledge and belief.

**Date:**

**Place:**

Vaishnabi Sahoo