



SHALINI R

HR And Administrative Manager

CONTACT



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#75,1st Floor, 2nd main, 3rd Cross,
SP Naidu Layout,Rammurthynagar,
Bangalore - 560016

SKILLS

- MS Office (Word & Powerpoint)
- Interviewing Skills
- Team Building
- Communication & Leadership Skills

LANGUAGES

- English
- Kannada
- Tamil
- Hindi

HOBBIES



Music



Movies



Travelling

Key Achievements

- Received the Best HR for the Karnataka Region In 2009(Big Bazar-Future Group)
- Received the Best Support Function Award In 2013 (Arvind Lifestyle Brands Ltd)
- Implemented Rewards & Recognition Programme In 2013(Arvind Lifestyle Brands Ltd)
- Set Complete HR SOP Process for A Start Up Organisation in 2018 (Ajfan Dates & Nuts)

EDUCATION

B.com (Tiruvallur University, Tamilnadu)
PUC (Maharani PU College, Mysore)
SSLC (St Joseph Convent, KGF)

WORK EXPERIENCE

Theobroma Foods Pvt Ltd, Bangalore
(Oct 2019 – May 2020)

Designation: Assistant Manager HR/Admin



- Recruitment
 - Salary Negotiation
 - Employee On-Boarding
 - HR MIS Reports
 - Administration
 - Team Management
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- Responsible for sourcing candidates from various channels, planning interview and selection procedure.
 - Negotiating salaries as per the budgets allocated.
 - Preparation of Offer & Appointment letters
 - Responsible towards the completion of the joining formalities to the orientation and Induction Programs and Feedback.
 - Ensured proper handover of the administrative documents (HR Handbook, Laptop, Data card, Handsets, Arrangements of Travel/ Accommodation etc.)
 - Developed and maintained MIS reports of Payroll Process, Leave Management, Absenteeism, Separation and Final Settlement.

Ajfan Dates And Nuts, Bangalore - Jul 2018 –Sep 2019

Designation : HR/Admin Manager-Pan India



- Hiring And Retention
- HR Policy Execution
- Induction/Training Development
- Payroll Management
- Personnel Record Maintenance
- Statutory Compliance
- Office Management
- Vendor Management
- Data Info

- Ensured right candidates hired at right time as per the budget.
- Executed SOP standards as it was a start-up.
- Designed & trained the team as per the management expectation.
- Maintained personal documents of the team.
- Ensured the employees are benefited to ESIC, PF& Mediclaim.
- Coordinating & organizing for meetings, events with clients & maintaining minutes of meeting.
- Coordinating with vendors for purchase of office equipment's
- Update and maintain database such as mailing/contact lists and client information.
- Organizing travel arrangements for staff. Assist with travel & expense report.

Arvind Lifestyle Brands Ltd - Nov 2012–Apr 2018

Designation: Cluster HR



- Recruitment/Retention
- Employee On-Boarding
- Compensation Plans & Benefits
- Leadership/Team Building
- Employee Development/Training
- Employee Engagement
- HR Dashboard
- Performance Management

- Building consultative relationships with Business stakeholders and client groups that lead to high levels of customer satisfaction for both hiring managers and candidates.
- Responsible for complete Talent Acquisition process.
- Compensation Negotiation & Salary Fixation. Engage with new employees for a systematic completion of Joining Formalities, Resource Arrangement and Induction.
- Responsible for all Pre and Post recruitment HR activities.
- Providing daily/weekly reports and updates on recruitment activities
- Handled a team of 8 HR Spocs direct reports who will be responsible to Monitor, track, manage and ensure of stores day wise attendance
- Monitoring the training process, periodic review and certification of management trainees before they are given independent responsibility.

- Training calendar preparation, Training need identification, Training MIS preparation.
- Conducting regular HR meets with employees to measure their happiness index.
- Managing the Annual Performance Appraisal process of the Organization.
- Facilitating in setting the KRA of all employees along with the HODs as per balanced score card approach.
- Payroll processing, Leave Management, Attrition Analysis and strategy formulation to reduce attrition, absenteeism analysis and corrective action, separation and final settlement, issuing service certificate and clearances.
- Generation and analysis of MIS Reports pertaining to manpower cost, manpower availability and requirement, training certification, incentive achievement of store level employees, attrition level, employees who were not paid salary and the reasons, separation and final settlement etc.

Big Bazaar, Mysore Aug 2008 –Oct 2012

Designation: HR Executive

BIG BAZAAR

- On-Boarding Process
- Induction Training
- Personnel Documentation
- Data Management
- Employee Engagement
- Exit Formalities

- Responsible for timely completion of On-Boarding process.
- Ensured all the new joinee are trained
- Employee database management. Preparing various manpower data for HR dashboards.
- Employee engagement activities: Organizing Town hall/ Employee Meet, Birthday Celebrations/ Open house, Annual Picnic and other Events in the Organization like Diwali, New Year etc.
- Roll out of employee engagement calendar for each quarter.
- Monthly attendance capturing of the employees for payroll
- Exit Interview with employees. Co-ordination with finance department on the full and final settlement of the resigned employee.

Personal Details

Date of Birth : 09-03-1986
 Gender : Female
 Nationality : Indian
 Marital Status : Married

Date :
 Place :

Shalini R