

Janaki Sundaresan

HR Manager

- Email me on Indeed: [indeed.com/r/Janaki-Sundaresan/597852e6ef88a58f](https://www.indeed.com/r/Janaki-Sundaresan/597852e6ef88a58f)

To apply my interpersonal & communication skills, Microsoft Office, Admin skills and experience to be an effective HR Manager.

WORK EXPERIENCE

HR Manager

American IT Resource Group, Inc - Schaumburg, IL - September 2010 to October 2014

Oversee all HR operations for the leading IT services company of 100 permanent employees and 50 contract employees.

- Managing the overall provision of Human Resource services, policies, and programs for the entire company.
- Administered compensation, benefits and performance management systems, and safety and recreation programs.
- Analyzed statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices. Maintained records and compiled statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Analyzing training needs to design employee development and health and safety programs, conducting exit interviews to identify reasons for employee turnover, developing, administering and evaluating applicant tests, identifying staff vacancies and recruiting, interviewing and selecting applicants.
- Responsible for negotiation of all Human Resource vendors that provide benefits or services. Plan administrator for Health, Dental, Vision, Life Insurances and 401k.
- Evaluated and maintained all human resource policies and guidelines. Reviewed all employee handbooks and job descriptions.
- Coordinates with the attorneys for immigration purpose. Maintained employee files in accordance with state and federal laws. Ensured compliance with I-9, E-Verify and HIPAA regulations. Assist employees with immigration/payroll related issues.
- Drafts offer / relieving letters.
- Attends to incoming/outbound calls.
- Using a range of office software, including email, spreadsheets and databases;
- Managing filing systems;
- Organizing the office layout and maintaining supplies of stationery and equipment;
- Developing and implementing new administrative systems, such as record management; recording office expenditure and managing the budget;
- Liaising with other administrative teams;
- Responding to customer enquiries and complaints.

Liaison

Easy Immigration, Inc - September 2004 to September 2010

USA September 2004 - September 2010

- Keeping up-to-date on USCIS immigration laws and regulations.

- Preparing cases related to work/dependent visas, analyze & research each case by its merit. Discuss with clients, beneficiaries and dependents regarding their case details and orient them towards the required process & documentation.
- Liaison with regulatory bodies, attorneys and education evaluation service providers.
- During the peak period (in the month of April), processed over 500 cases within a week by streamlining the processes, multi-tasking, productive resource utilization and effective optimization.
- Responding to queries from clients, beneficiaries and regulatory/legal agencies, promptly and precisely.
- Achieved a success rate of over 95% because of our detailed attention and analysis to each case and avoiding compliance issues.
- Computing the DOL salary levels based the geographic locations and job roles.
- Maintaining the case management database, querying and mining the data to analyze and provide custom charts and reports to the clients.
- Managed a team of up to 5 employees, about 50 clients and 3 vendors. The responsibility involves scheduling and allocating tasks and resources (e.g. printers/computers) effectively and collaborating work between India and USA.

Reader in Measurement Incorporated - Aurora, IL - March 2004 to August 2004

Evaluation of ISAT and high school students examination papers.

Administrative Assistant

Office Team, USA - November 2002 to November 2002

November 2002

- To prepare and dispatch daily mails for a Office Team Client
- Also performed administrative tasks for another client, Riverside Publishing Company.

Administrative Assistant to Director of Center

Excellence in Aerospace CFD (CEACFD) - Bangalore, Karnataka - June 1995 to June 1998

To prepare correspondence for the Department Head.

- To prepare international conference correspondence materials.
- Handle Faxes and other international communications with special invitees to conference.
- To prepare materials for conference brochures (in WORD, LaTeX) and other proceedings materials
- Schedules and coordinates appointments and makes arrangements for meetings, conferences and travel to ensure effective management of Director's calendar.
- Screens telephone calls and resolves or refers them to Director as appropriate.
- Prepares routine letters, memorandums, agendas, presentations, forms, etc.
- Responsible for establishing and maintaining official documents and records in appropriate files to ensure organization of materials.
- Performs other clerical duties such as typing, note taking, and managing daily mail to make certain that order is maintained within the Director's office.

Adminstrative Assistant / Receptionist

Advanced Medical Care - Tiruchchirappalli, Tamil Nadu - 1992 to 1995

Creation, maintaining patient records, Billing based on records.

- Archiving and retrieving previous records.
- Administrative duties include receiving phone calls and redirect them appropriately, scheduling meetings and mail distribution.
- Receptionist duties include greeting clients and helping out with the hospitality requirements of the office.

EDUCATION

Bachelor of Science in Computer Science

Madras University - Chennai, Tamil Nadu
1988 to 1991

ADDITIONAL INFORMATION

Decisive, energetic, focused team leader and player: Built effective relationships, focuses on client satisfaction and quality service. Strong analytical, problem solving, interpersonal & communication skills, detail oriented, quick learner and adept to changing technology and processes. Proven to operate with high energy and flexibility in a fast-paced regulatory environment.

Core Competencies

Human Resources Performance Management Billing and Invoicing Budgetary Planning
Case Management Immigration Consultancy HR Operations Management
Data Analysis Benefit Administration Resource Planning
Employee Relations Talent Acquisition Compliance Administration

Computer Skills

- Languages: BASIC, FORTRAN, PASCAL, COBOL, "C"
- Internet: HTML, JAVA 2 (JDK 1.3.0), Microsoft FrontPage 2000 and Web Development
- Hardware: IBM Compatible PCs
- Operating System: DOS, Microsoft Windows 3.1 / Win95/ Win98/ NT
- Software: Microsoft Office (MSWORD / MS-EXCEL), Microsoft FrontPage, Microsoft Outlook, Visual Cafe
- Test Tools: SQA Administrator, SQA Robot, SQA Manager (V6.0) and Limited knowledge in WinRunner [...]
- Test Tools: HP Quality Center, QTP (2013)