



AROCKIA RESHMA

HR ASSISTANT

Proficient HR assistant with over 3+ years of experience in Employee engagement and team onboarding

9150270025

arockialeon10@gmail.com

WORK EXPERIENCE

HR assistant and team coordinator

Amazon Development Centre • August 2019 to September 2021

- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Maintain calendars of the HR management team.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews

Testing Tech Associate

Infosys Ltd • Mar 2018 to Jul 2019

- Ensure to execute test cases prepared for testing Software builds on the mobile platform
- Perform daily quality checks as per established guidelines and report deviations accurately and communicating and escalating failures and providing status reports

EDUCATION BACKGROUND

Master's in Business administration

IGNOU University, Madurai 2020

- graduated with 8.1 CGPA

SKILLS AND EXPERTISE

CRM Tools:

- JIRA
- Hubspot
- Salesforce
- Zendesk

Certifications:

- Selenium
- Communication skills
- Personality management

Project Management:

- Tracking and Monitoring
- Notion Software
- Quality Analysis