

# SHOBHA HANDENNAVAR

## Human Resource Management | Employee Engagement | Training & Development

**Location:** Bengaluru, India | **☎:** +91 7022609838 | **Nationality:** Indian | **Gender:** Female | **DoB:** 1<sup>st</sup> June 1986  
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### PROFILE AT A GLANCE

- Ambitious and dynamic business professional with **8+ years** of experience in **Office Administration, HR Functions, and Project Management.**
- Proven track record of leading and managing cross-functional teams to ensure timely delivery of high-quality outputs.
- Expertise in recruitment, employee relations, statutory compliance, and talent management.
- Adept at driving employee engagement initiatives, developing training programs.
- Skilled in streamlining office operations and enhancing inter-departmental communication.
- Proficient in handling welfare activities and serving as a key contact between management and employees.
- Experienced in recruiting personnel, conducting psychometric tests, and implementing HR policies aligned with organizational goals.
- **Skills and Strengths:**
  - Office administration, HR functions, and employee welfare management.
  - Management of cross-functional teams and stakeholder communications.
  - Proficient in training program development and implementation.
  - Maintaining statutory compliance and managing employee grievances.
  - Proficient in data collection, analysis, and public health research.

### EDUCATION

- **Master of Social Work in Community Development** from Meridian College, Mangalore University, India  
**Dissertation:** Problems of migrant laborers with special reference to Surathkal, Mangalore – 2012
- **Bachelor of Arts** from Government First Grade College, Alnavar, Dharwad University, India - 2009

### WORK EXPERIENCE

Organization	Designation	Duration
M/s Nahars Engineering India Private Limited, India	Senior Executive	Aug 2022 – Present
Flipkart Ind Private Limited (In - Innovsource Services Pvt. Ltd), India	Executive - Client	Oct 2021 – May 2022
Chanakya Nagar & Grameena Bhivridhi Seva Samsthe (R) Badami, India	Project Manager	Aug 2020 – Oct 2021
FIEM Industries Limited, India	Welfare Officer	Sep 2019 – Dec 2019
SOGEFI – MNR Engine Systems India Private Limited, India	Welfare Officer	Apr 2018 – Jul 2019
Shahi Exports Private Limited, India	Welfare Officer	May 2015 – Jan 2018
Median Insights and Research, India	Female Investigator	Dec 2013 – Mar 2015

### ROLES & RESPONSIBILITIES

#### NAHARS ENGINEERING INDIA PVT LTD

##### Office Administration

- Responsible for daily office administration, ensuring efficient operations and communication flow across departments.
- Coordinated and scheduled meetings, streamlining inter-departmental communication and decision-making processes.
- Assisted top management in improving communication channels and facilitating informed decision-making.

- Oversee HR functions, including recruitment, on-boarding, employee relations, and policy implementation
- Manage end-to-end recruitment processes, including job postings, interviews, and on-boarding, ensuring compliance with company policies.
- Ensure statutory compliance with labor laws such as PF, ESI, and other regulations, reducing the risk of non-compliance.
- Resolve employee grievances promptly, fostering positive workplace relations and improving employee satisfaction.

#### **Welfare Activities**

- Served as the primary liaison between workers and management.
- Organized training and awareness programs, tailoring them to specific needs.
- Monitored and innovated welfare activities to enhance worker satisfaction and well-being.
- Develop and implement employee engagement and welfare programs.
- Conduct training sessions to enhance employee skills and productivity.

#### **FLIPKART INDIA PVT LTD (IN-INNOVSOURCE SERVICESPVT. LTD.)**

- Managed HR operations for a high-volume client, ensuring timely recruitment and onboarding.
- Conducted employee engagement surveys and facilitated feedback mechanisms.
- Assisted in performance evaluations and managed employee records.

#### **SOGEFI AND FIEM INDUSTRIES LTD**

- Provided comprehensive support to the Head of HR, managing routine tasks and special assignments.
- Managed HR operations for a high-volume client, ensuring timely recruitment and onboarding.
- Contributed to HR operations including recruitment and employee welfare.
- Conducted employee engagement surveys and facilitated feedback mechanisms.

#### **Recruitment and Selection**

- Oversaw recruitment, ensuring the optimal fit of personnel to job requirements.
- Administered psychometric tests and managed the onboarding process.
- Facilitated induction and orientation for new employees at various levels.

#### **Processing & Issuing of Letters**

- Prepared and issued various official letters including appointments, increments, and transfers.
- Managed employee leave administration through biometric systems and attendance records.
- Processed overtime and maintained accurate employee leave data.

#### **Maintenance of Employee Records**

- Managed personal files and maintained loan and advance registers.
- Ensured record accuracy and responded to queries.
- Handled joining, leaving, and exit interview formalities for efficient employee transitions.

#### **Statutory Compliance**

- Managed PF & ESI statutory requirements.
- Registered employees for PF & ESI online and maintained apprentice records.

#### **Employee Relations & Grievances**

- Addressed employee grievances related to PF claims and healthcare benefits.
- Managed recruitment and record-keeping for contract labor.
- Ensured high-quality canteen facilities and coordinated with insurance companies for employee benefits.

#### **Employee Relations & Disciplinary Management**

- Issued various notices for maintaining discipline and compliance.
- Conducted and monitored exit interviews for departing employees.

#### **SHAHI EXPORTS PVT LTD**

- Conducted induction programs and managed new joiner formalities.
- Organized committee meetings and employee training sessions.
- Maintained employee welfare facilities like canteen and transportation services.

- Managed biometric attendance and prepared monthly management reports.
- Conducted POSH awareness programs and sports events for employees.
- Coordinated logistics for guests and maintained office and guest house equipment.

**MEDIAN INSIGHTS AND RESEARCH - DHARWAD**

- Participated in District Level Household and Family Survey (DLHS-4).
- Collected and analyzed public health data across 9 districts in Karnataka.
- Evaluated public health insurance programs.

**CERTIFICATIONS & TRAINING**

- Completed training on Labor Laws and Statutory Compliance.
- Certified in POSH (Prevention of Sexual Harassment) Awareness and Implementation.

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**KEY SKILLS**

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|------------------------------|---|---|
| • Human Resource Management  | • Conflict Resolution                     | • Communication Management                  |
| • Employee Welfare           | • Organizational Development              | • HR Policy Formulation                     |
| • Training and Development   | • Strategic HR Planning                   | • Diversity and Inclusion                   |
| • Recruitment                | • Performance Management                  | • Labor Law Knowledge                       |
| • Talent Acquisition         | • Payroll Processing                      | • Safety and Health Compliance              |
| • Employee Relations         | • Leadership Management                   | • Data Analysis and Reporting               |
| • Statutory Compliance.      | • Team Management                         | • Time Management                           |
| • HR Management System(HRMS) | • Payroll and Attendance Management Tools | • MS Office Suite (Excel, Word, PowerPoint) |