

RESUME

Mrs VIDHYA.B

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#36/1, Amrutha Nilaya, 2nd main,
2nd cross, near Anjineya Temple,
Chikkabommasandra, Yelahanka
New Town Bangalore – 65.

Career Objective:

Seeking position that will enable me to use my skills and provide me a platform where I can polish myself to achieve excellence in working as dynamic professional. Seeking challenging position in well-established company that offers professional growth and ample opportunity to learn and manage competencies in my profession.

Career Highlights:

- Business Development
- Team Management
- On boarding and Exit formalities
- Attendance Management
- Performance review
- Operational Management
- Training and Development
- Customer Relationship Management
- Recruitment

Professional Experience:

MICOGENESIS CADSOFT PVT LTD – Consulting Service Coordinator
(April 2017- Present)

Roles and Responsibilities:

- Help the hiring team with recruiting methods and interview questions
- Coordination with client and candidates for interview schedules.
- Follow up on the interview feedback.
- Implement effective sourcing, screening and interviewing techniques
- Contact new employees and prepare on boarding sessions.
- Prepare new hire paperwork ensuring legislation requirements are met.
- Carrying out complete joining formalities and Exit formality for deputed employees.

- Tracking attendance of all deputed employees.
- Conducting induction for deputed employees.
- Scheduling relevant training if required for the employees.
- Maintain a complete record of interviews and new hires.
- Respond to employees queries and resolve issue in a timely and professional manner.
- Employee engagement.
- Design compensation and benefits packages.
- Manage training and development of new joiners and existing employees.
- Manage the organization's employee database and prepare reports.
- Implement performance review procedures (e.g. quarterly/annual and 360° evaluations)
- Prepare MIS reports.
- Measure employee retention and turnover rates.
- Oversee daily operations of the HR department.
- Stay up-to-date with current recruiting methods.
- Handling complete backend operations of consulting services.
- Identify the company's hiring needs and manage the recruitment.
- Handling the recruitment for technical and non- technical profiles.
- Acts as liaison between clients & company and deputed employees & company.
- Answers client and customer questions.
- Addresses and resolves any issues and complaints.
- Reports problems and unresolved issues to manager or director.
- Devises ways to improve customer service and client relationships.
- Schedules meetings with prospective and existing clients.
- Meets with clients in person when working for a larger company.
- Preparation of quotation for services according to client requirement.

CITY ENGINEERING COLLEGE – Assistant Professor
(September 2011 to Dec 2015)

Subjects Handled:

- Fundamentals of HDL, Information Theory and Coding, Network Security.

BEL – Contract Engineer

- Testing of different modules (IF/ Audio) for LHP265 D project.

Aviron Tech Solutions - Senior Process Executive (Non-Voice process)

- Data mining.
- Working with Excel and Photoshop.
- Data Entry Operations.

Educational Qualification:

- **M-Tech** (Embedded Systems) from JNTU (2014) with 8.54(CGPA).
- **B.E** (Electronics & Communication) from VTU (2008) with 68.38% (Aggregate).
- **PUC** from PU Board (2004) with 70.5%.
- **SSLC** from Karnataka Board (2002) 83.33%.

Personnel Qualities:

- Comprehensive problem solving abilities.
- Ability to work in a team as well as individual.
- Willingness to learn and hard worker.

Personal Details:

Spouse name : Sunil Kumar G
Date of birth : 10/04/1986
Gender : Female
Languages Known : English, Kannada, Hindi, Tamil, and Telugu.

DECLARATION

I hereby declare that the above information given by me is true.

Place: Bangalore

Date:

yours faithfully

(Vidhya. B)